

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**ILOCOS NORTE 1ST DISTRICT ENGINEERING OFFICE**  
 Airport Avenue, Brgy. Cavit, Laoag City

Name of Procuring Entity : DPWH-INFDEO Request for Quotation : **25GAA0079**  
 (P.R. No.) : (2025-06-0145)  
 Revised on : Date : **June 27, 2025**  
 Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : **DPWH-INFDEO**  
**25GAA0079: PROCUREMENT OF OFFICE SUPPLIES FOR USE AT PUBLIC AFFAIRS AND INFORMATION STAFF, DPWH-INFDEO,**  
**LAOAG CITY, ILOCOS NORTE**

COMPANY NAME :

ADDRESS :

TEL. NO./FAX No. :

TIN :

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than **10:00 A.M. of July 7, 2025** in the return envelope attached herewith, to the BAC Secretariat DPWH-INED I, Airport Avenue, Brgy. Cavit, Laoag City.

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written.
2. Delivery period within seven (7) calendar days upon receipt of the approved funded Purchase Order (P.O). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration, DTI, SEC, Tax Clearance, Mayor's/Business Permit, and Income Tax Returns be attached upon submission of the quotation.
6. The approved budget ceiling for this procurement is P523,539.00

**MARK LOUIE B. GALIZA**  
 BAC Chairperson

| Item No. | ITEMS & DESCRIPTION                                  | QTY. | UNIT  | UNIT PRICE | TOTAL PRICE |
|----------|--|------|-------|------------|-------------|
| 1)       | Laminaating machine (digital)                        | 1    | pc    |            |             |
| 2)       | Laminating film (4R size, 110mmx160mm) 250 microns   | 5    | pack  |            |             |
| 3)       | Laminating film (A4 size, 110mmx160mm) 250 microns   | 5    | pack  |            |             |
| 4)       | Laminating film (A4 size, 110mmx160mm) 125 microns   | 5    | pack  |            |             |
| 5)       | Portable external Solid State Drive (SSD) 1 terabyte | 1    | pcs   |            |             |
| 6)       | Bond paper A4, sub. 20                               | 1000 | reams |            |             |
| 7)       | A4 magnetic picture frame (black)                    | 50   | pcs   |            |             |
| 8)       | A3 magnetic picture frame (black)                    | 100  | pcs   |            |             |
| 9)       | White board marker                                   | 1    | box   |            |             |
| 10)      | Certificate holder (A4 size)                         | 100  | pcs   |            |             |
| 11)      | Double sided tape - green with foam (1 inch)         | 10   | roll  |            |             |
| 12)      | Double sided tape (1/2 inch)                         | 10   | roll  |            |             |
| 13)      | Photo paper sticker                                  | 20   | pack  |            |             |
| 14)      | PVC cover clear (A4 size)                            | 5    | pack  |            |             |
| 15)      | Ruler  | 3    | pcs   |            |             |
| 16)      | Sign pen 0.4, red                                    | 12   | pcs   |            |             |
| 17)      | Plastic ring binder A4 size 21 holes (6mm)           | 1    | box   |            |             |
| 18)      | Plastic ring binder A4 size 21 holes (8mm)           | 1    | box   |            |             |
| 19)      | Plastic ring binder A4 size 21 holes (10mm)          | 1    | box   |            |             |
| 20)      | Plastic ring binder A4 size 21 holes (12mm)          | 1    | box   |            |             |
| 21)      | Plastic ring binder A4 size 21 holes (14mm)          | 1    | box   |            |             |
| 22)      | Plastic ring binder A4 size 21 holes (16mm)          | 1    | box   |            |             |
| 23)      | Sticker/glue/adhesive remover                        | 6    | pcs   |            |             |
| 24)      | Cutting mat (A2 size)                                | 1    | pc    |            |             |
| 25)      | Clear book refill international punching 11 holes    | 100  | pack  |            |             |
| 26)      | Cordless glue gun                                    | 3    | pcs   |            |             |
| 27)      | Glue stick   | 70   | pcs   |            |             |
|          | ***** Nothing Follows*****                           |      |       |            |             |
|          |  |      |       |            |             |
|          |  |      |       |            |             |

Brand and Model:  
 Delivery Period:

Warranty:  
 Price validity



*After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.*

The awarding for this RFQ will be on a lump sum basis. Prospective suppliers must quote for all of the items, otherwise, they will be subject for disqualification.

Telefax: (077) 670-8468  
c/o BAC Secretariat  
[email: doloroso.james@dpwh.gov.ph](mailto:doloroso.james@dpwh.gov.ph)

Printed Name / Signature / Date

Tel. No. / Cellphone No. / E-mail Address

Publication: July 4, 2025