



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CAGAYAN 1ST DISTRICT ENGINEERING OFFICE
Aparri, Cagayan



BAGONG PILIPINAS

Procuring Entity: : DPWH-Cagayan 1st DEO RFQ No. : 2025-04-027
Standard : **REQUEST FOR QUOTATION** Date: : April 11, 2025
Form/Title :
Revised on :
P.R. No. : 2025-04-126 dtd. April 3, 2025 Office/End User : Maintenance Section
Contract ID No. : 25GBB024
Contract Name : Supply and Delivery of Office Supplies
Contract Location : DPWH-CFDEO (Maintenance Section), Aparri, Cagayan
Procurement Mode : Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)
COMPANY NAME :
ADDRESS :
TEL. N°./FAX. N° :
T.I.N. :

Please quote your lowest price on all the items listed, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than **10:00 o'clock of April 15, 2025** in a sealed envelope to the Procurement Unit, DPWH-Cagayan First District Engineering Office, Aparri, Cagayan and will be opened on the same day at **10:01 o'clock**.

TERMS and CONDITIONS:

1. All entries must be type written or legibly written.
2. Delivery Period within **5-7 calendar days upon receipt of the approved funded Purchase/Work Order**. Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
3. Warranty: Yes _____; No _____
If yes, shall be for a minimum of three (3) months for supplies and materials; one (1) year for equipment from date of acceptance by the end user. **(See attached specifications for IT Equipment)**
4. Price validity shall be for a period of 30 calendar days.
5. PhilGEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.
6. All items shall be procured as "One Lot"
7. Liquidated Damages pursuant to Sec. 68 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
8. Performance bond: Yes _____; No _____
9. Incomplete quotation shall be declared non-responsive.
10. The Approved Budget Ceiling for this procurement is **Php 506,910.00**

MARIO L. ALLAG

Officer-in-Charge

Office of the Asst. District Engineer
BAC Chairperson

Item No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	A4 Bond paper	30	box		
2	A4 Laminating Film	1	pack		
3	Adapter Plug	5	pcs.		
4	Bond paper (Legal Size 80gsm)	1	box		
5	Ballpen	3	box		
6	Battery AAA	10	pack		
7	Binder Clip xs	10	box		

32	Photopaper A4 Size (Satin/Woven)	30	packs		
33	Photopaper 4R Size (Satin/Woven)	15	packs		
34	Plastic Long Zipper Envelope	50	pcs.		
35	Sign pen .7 (Black)	30	pcs.		
36	Scissor	10	pcs.		
37	Staple Wire remover	10	pcs.		
38	Stamp pad Ink (Black)	1	pc.		
39	Stapler	5	pcs.		
40	Round Clock	1	pc.		
41	Table Top Glass	1	pc.		
42	White Board Marker	4	box		
43	WIFI Adapter	1	pc.		
44	WIFI Extender	2	pcs.		
	X-X-X-X-X				
	For office supplies to be use in the Maintenance Section.				
				TOTAL	

Brand and Model :

Delivery Period :

Warranty :

Price Validity :

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

 Printed Name / Signature / Date

 Tel. No./CP No. & email address

7	Binder Clip xs	10	box		
8	Binder Clip medium	10	box		
9	Binder Clip xl	5	box		
10	Correction Tape	30	pcs.		
11	Canon Ink GI-76 black	3	btls		
12	Canon Ink Magenta	2	btls		
13	Canon Ink Cyan	2	btls.		
14	Customized White Board	15	pcs.		
15	CD Rewritable with case	30	pcs.		
16	Computer Screen Protector	1	pc.		
17	Clear Binding Film	1	pack		
18	Epson Ink T05B3 (Magenta) High Capacity	2	pc.		
19	Epson Ink T05B1 (Black) High Capacity	2	pc.		
20	Epson Ink T05B2 (Cyan) High Capacity	2	pc.		
21	Epson Ink T05B4 (Yellow) High Capacity	2	pc.		
22	Electric Fan	2	pcs.		
23	Envelope Short (Business)	1	box		
24	Envelope Long (Business)	1	box		
25	Heavy Duty Long arm Stapler	1	pc.		
26	Laminating Machine	1	pc.		
27	Fastener (Plastic)	3	box		
28	Highlighter	30	pcs.		
29	Masking Tape 1"	10	roll		
30	Mouse Pad with wrist support	6	pcs.		
31	Pencil Mechanical .7	12	pcs.		