



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SURIGAO DEL NORTE 1ST
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE XIII
Dapa, Siargao Island, Surigao del Norte

Name of Procuring Entity: **DPWH-Surigao del Norte 1st DEO**

Request for Quotation (P.R No): **BACXIII-24-09-0212**

Revised on:

Date: September 18, 2024

Standard Form/Title: **REQUEST FOR QUOTATION**

Office/End-User: **PROCUREMENT UNIT**

COMPANY NAME :

ADDRESS :

TEL. NO./FAX NO. :

TIN:

Please quote your lowest price on the item/s listed below, subject to the General Conditions stated below and submit your quotation duly signed by your representative not later than 9:30 am of **October 8, 2024** in the return envelope attached herewith, to the Procurement Unit, Surigao del Norte 1st District Engineering Office, Dapa, Siargao Island, Surigao del Norte.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within **30 CD** 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. PhilGEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product.
7. **Please indicate the BRAND for each items being offered.**
8. The approved budget ceiling for this procurement is **Php 209,278.00**

QUINTINIANO C. ARMENDAREZ, JR.

BAC Chairperson

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

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper - Long subs.20	10	ream		
2	Bond Paper - A4 subs.20	150	ream		
3	Bond Paper - A3, 297mmx420mm	5	ream		
4	Brown Envelope, A4	3	doz		
5	Folder white Long, 14pts., 100pcs.	2	bundle		
6	Pencil High Quality	2	box		
7	Sign pen, Blue liquid/gel ink, 0.5mm needle tip	3	doz		
8	Sign pen, black liquid/gel ink, 0.5mm needle tip	10	doz		
9	Ball Pen, Black High Quality	3	box		
10	Ball Pen, Blue High Quality	1	box		
11	Correction Tape, Roller Type, 5 meters	10	pcs		
12	Duct Tape (Gray)	2	pcs		
13	Tape, Masking, width: 24mm	3	pcs		
14	Paper Clip, Vinyl/plastic coat, Length:48mm min	2	box		
15	Tape, Transparent 1 inches	3	pcs		
16	Sticky Note (w:2inch x L:3inch)	15	pad		
17	Sticky Note Stylish Film Index (Sign Here)	10	pack		
18	Marking Broad Blue	1	box		
19	Marking Broad Black	1	box		
20	Fasteners Long, Plastic Coat, 8-1/2" long 70mm	6	box		
21	Fasteners, Plastic Coat, 7cm	30	box		
22	Archive Folder with Logo	250	pcs		
23	Rubber Eraser (Rasoplast), Large	10	pcs		
24	white Board Eraser	2	pcs		
25	Calculator Compact, Electronic, 12 digits (Heavy Duty)	3	pcs		
26	Construction Safety Hard Hat White (Heavy duty), with Flash Light	10	pcs		
27	Engineers Field Book	1	doz		

Purpose: Common Office Supplies and Equipment for Procurement Unit use

Brand and Model: _____

Warranty: _____

Delivery Period: _____

Price Validity: _____

Place of Delivery: **To be delivered at DPWH - SDN 1st DEO, Dapa, SDN**

Terms of Payment: **Cash on delivery NOT applicable**

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

If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Condition specified by the DPWH.

Tel. No.: _____ Telefax: _____

Printed Name/Signature/Date

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