



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BUKIDNON 4TH DISTRICT ENGINEERING OFFICE
Valencia City, Bukidnon

Name of Procuring Entity : **DPWH - Bukidnon 4th DEO** Request for Quotation (P.R. No.): **KN5-2025-05-034**
Revised on : _____ Date: **MAY 06 2025**
Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User: **Administrative Section**
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 **MAY 15 2025** in the return envelope attached, to the BAC Secretariat for Goods, DPWH - Bukidnon 4th DEO, Valencia City, Bukidnon.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within _____ 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. a) **DTI** business name/**SEC** registration of supplier, b) Latest **income** and **business tax returns duly stamped and received by the bir** and duly validated with the tax payments made thereon, c) **PHILGEPS** registration number, d) Latest **Mayor's/Business permit** 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 (Brand indicated will be final/No Substitution)
8. The approved budget ceiling for this procurement is **Php 224,383.00**

RICHARD A. HERNANDEZ

BAC Chairperson

ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Paper, A4, 80gsm	100	ream		
2	Paper, Legal, 80gsm	20	ream		
3	Paper, A3, 80gsm	100	ream		
4	Battery, dry cell, AAA (Alkaline, 1.5v, 4pcs/pk)	10	pack		
5	Battery, dry cell, AA (alkaline, 1.5v, 2pcs/pk)	20	pack		
6	Chalk, white enamel, (120pcs/box)	5	box		
7	Correction Tape, 5mm x 6m	30	pc		
8	Data File Box, jumbo without cover, legal	30	pc		
9	Digital Voice Recorder Built-in Memory 4gb with carrying case & cable (for meetings and lectures)	2	unit		
10	Envelope, Documentary, A4, Brown, 150gsm (500pcs/box)	1	box		
11	Envelope, Documentary, Legal, Brown (500pcs/box)	1	box		
12	Fastener, Metal (hole to hole 7cm; 50sets/box)	100	box		
13	Multi-Purpose Glue, 130g/bot.	50	bot.		
14	2 Hole Paper Puncher (hole to hole 7cm)	20	pc		
15	Sign Pen, liquid gel ink, (Black 0.5mm) 12pcs/box	10	box		
16	Sign Pen, gel ink, pure liquid ink, 1.0 Black (12pcs/box)	10	box		
17	Staple Wire, #35	100	box		
18	Stapler with remover, standard type	30	pc		
19	Tape Dispenser, heavy duty (for 24mm adhesive tape)	20	pc		
20	Tape, Masking, (24mm x 50m)	30	roll		
21	Tape, Packaging, (48mm x 66m)	30	roll		
22	Tape, Transparent, (24mm x 25 yards)	50	roll		
-x-x-x-x-x-nothing follows-x-x-x-x-x-					

Note: The awarding for this RFQ will be on lump-sum basis. Prospective Supplier must quote for all of the items. Otherwise they will be subjected for disqualification.

Purpose : Supply and delivery of Office Supplies for use in the Administrative Section, DPWH Bukidnon 4th District Engineering Office for the 2nd Quarter CY 2025.

Brand and Model : _____ Warranty : _____
Delivery Period : _____ 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

BAC-Secretariat:
Tel. No./Fax No. (088) 537-1424
email: bergonia.eddie@dpwh.gov.ph

Printed Name/Signature/Date

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