

## Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS BILIRAN DISTRICT ENGINEERING OFFICE

REGIONAL OFFICE VIII Naval, Province of Biliran



**ROSARIO B. ROSETE** 

OIC Asst. District Engineer

(BAC, Chair

Name of Procuring Entity: DPWH-BDEO Purchase Request (P.R. No.): 2024-07-0105

Revised on : Date: 07/05/2024

Office/End-User: PDS, Finance, Admin, Cons, QAS

Standard Form/Title : REQUEST FOR Q UOTATION

COMPANY NAME

ADDRESS

TEL. NO/FAX NO. : T.I.N.

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions set herein and submit to the BAC Secretariat for Gods your Quotation duly signed by you or your authorized representative prior closing time at 09:00 A.M on  $\frac{2}{2}$  JUL  $\frac{2024}{2024}$  after which opening of Bid will be conducted not later than 10:00 A.M., on the same day

## TERMS and CONDITIONS

1. All entries must be typewritten or legibly written.

 Delivery period within 30 Calendar days upon receipt of the approved funded Purchase Order (PO). 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:
- 4. One year for Equipment from date of acceptance by the end user. (Three years for IT Equipment)
- 5. Price validity shall be for a period of sixty (60) calendar days.
- 6. G-EPS Registration Certificate/Mayor's Permit /Tax Clearance / SPA / Company ID / Orgazitional chart / DTI / BIR Certificate of registration (COR) / ITR (if above 500 thousand approve ABC) shall be attached upon Submission of the quotation.
  7. Statement of the prospective bidder that is not blacklisted or barred from bidding by the Government or any of its agencies, office, corporations or
- bidding by the Government or any of its agencies, office, corporations or LGU (Sec.25 .2.iv.1,R-IRR of RA No. 9184;9.2,COA Cir.2012-001)

  8. Sworn affidavit of the bidder that it is not related to the head of the
- Procuring Entity (HOPE) by consanguinity or affinity up to the third civil degree (Sec. 47, R-IRR of RA 9184; 9.2,COA Cir.2012-001)
- 9. Bidders shall submit original brochures showing certifications of the product.
- 10. Please indicate the brand for each items being offered.
- 11. The approved budget ceiling for this procurement is

P276,640.00

12. To be delivered at DPWH, BDEO COMPOUND

TEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Ball pen black (0.7mm) 12 pcs./box	97	Box		
2	Brown Envelope, A4 size, 300pcs./box	1	Box		
3	Pencil w/ eraser #2	22	Box		
4	Correction pen	22	Pcs		
5	Correction tape (30Mx5mm)	232	Pcs		
6	Glue (130 grams net)	25	Bot		
7	Cutter knife big	2	Pcs		
8	Eraser mars plastic	24	Pcs		
9	Tape dispenser good quality	7	Pcs		
10	Paper clip small plastic cover coated	45	Box		
11	Paper Fastener, non sharp edge, not plastic	300	Box		
12	Clip back fold 1"25mm, 12 pcs/box	16	Box		
13	Clip back fold 30mm, 12 pcs/box	18	Box		
14	Clip back fold 50mm, 12 pcs/box	19	Box		
15	Staple Wire No. 8mm	50	Box		
16	Staple Wire No .23/10	50	Box		
17	Staple Wire No .35	100	Box		
18	3 tier paper tray (suitable for A4 and legal paper)	11	Set		
19	Rechargeable Battery AAA 2 pcs/packet 15%	4	Packet		
20	Rechargeable Battery AA 2 pcs/packet 15%	4	Packet		
21	Rotary Sharpener	4	Pcs		
22	Battery AA 2 pcs/packet	17	Packet		
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Website : https://www.dpwh.gov.ph
Tel No(s). : (053)500-9099 / 66020





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23	Battery AAA 2 pcs/packet	17	Packet				
24	Stamp pad	7	Pcs				
25	Stamp pad ink 1000 ml	1	Bot				
26	Ordinary folder legal size, 100pcs./pack	6	Pack				
27	Expanded folder A4 size, 100pcs./pack white	11	Pack				
28	Expanded folder legal size, 100pcs./pack white	3	Pack				
29	Staple Remover twin jaw	7	Pcs				
30	Marker Fluorescent, 3 color/set	27	Set				
31	Mechanical Pencil 0.5mm	5	Pcs				
32	Note Pad, Stick on 76mmx76mm (3"x3")	89	Pad				
33	Sign here sticky note	15	Pad				
34	Laid paper legal 20 sheet/.pack 80 GSM	15	Pack				
35	Sign Pen (0.7mm) Black 12 pcs./box	5	Box				
36	Sign Pen (0.5mm) Green 12 pcs./box	12	Box				
37	Sign Pen (1.0mm) Black 12 pcs./box Liquid Ink	3	Box				
٥,	Rollerball pen 1.0mm		DOX				
38	Refill (1.0mm) Black 12 pcs./box Liquid Ink	3	Box				
	Rollerball pen 1.0mm						
39	Stapler # 35 w/ staple remover good quality	6	Pcs				
40	Whiteboard marker	3	Pcs				
41	Ruler 12" metal	2	Pcs				
42	Desktop Calculator 12 digits	6	Pcs				
43	Double Sided Strong Adhesive Tapes/Mounting	20	Roll				
44	Sticker paper A4 20 pcs ./ pack(compatible for	10	Pack				
45	Transparent Tape 1"	30	Roll				
46	Transparent Tape 2"	10	Roll				
47	Masking Tape 1"	10	Roll	A. A. A.			
	X-X-X-X-X-X-X-X-X-X-X-X			_ X			
			<b> </b>				
ease	ase see attached complete specifications)  TOTAL AMOUNT:  a awarding for this RFQ will be on lump-sum basis. Prospective Suppliers must quote for all the						

(Please see attached complete specifications)

The awarding for this RFQ will be on lump-sum basis. Prospective Suppliers must quote for all the items.

Otherwise they will be subjected for disqualification.

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 noted 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.

Printed Name/Signature/Date

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

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Tel No(s): (053)500-9099 / 66020

