



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CAGAYAN 2ND DISTRICT ENGINEERING OFFICE
Libertad, Abulug, Cagayan



Procuring Entity:	DPWH-Cagayan 2nd DEO	P.R. No.:	2025-07-260
Standard Form/Title:	Small Value Procurement (REQUEST FOR QUOTATION)	P.R. Date:	7/23/2025
Revised on:		Office/End User:	All Sections
COMPANY NAME:			
ADDRESS:			
Tel No./ Fax No:			
T.I.N:			

Please quote your lowest price on the item(s) listed, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 AM of August 26, 2025
Procurement Unit, DPWH-Cagayan 2nd District Engineering Office, Libertad, Abulug, Cagayan and will opened on the same day at 10:30 AM

TERMS and CONDITIONS:

- 1 All entries must be type written or legibly written.
- 2 Delivery period within 30 working 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 shall be for a minimum of three (3) months for supplies and materials; One (1) year for Equipment from date or acceptance by the end user.
- 4 Price Validity shall be for a period of 30 calendar days.
- 5 PhilGEPS Registration Certificate / Mayor's Permit / Omnibus Sworn Statement /Income Tax Return shall be attached upon submission of the quotation.
- 6 Please indicate the brand for each items being offered
- 7 The approved budget ceiling for this procurement is 549,842.50


JULIAN Q. CASTRO, JR.
Engineer III
BAC - Chairperson

Item No	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
I	Ballpen Ordinary (0.5mm)	-92-	pcs		
II	Battery "AA"	-52-	pack		
III	Battery "AAA"	-58-	pack		
IV	Cd Rewritable 700Mb (Cd-R)	-35-	pc		
V	Clip Backfold (50mm)	-44-	box		
VI	Colored Paper	-12-	ream		
VII	Correction Tape (15M)	-120-	pc		
VIII	Cutter Heavy Duty	-13-	pc		
IX	Data File Box	-17-	pc		
X	Duct Tape (2" x 25M)	-7-	roll		
XI	External Hard Drive 1Tb, HDD	-2-	pc		
XII	Fastener (Plastic)	-26-	box		
XIII	Fastener (Metal)	-43-	box		
XIV	Flash Drive 64 Gb	-15-	pc		
XV	Folder Pressboard/ 100 Per Box (Legal)	-9-	box		
XVI	Folder, Tab, Legal/200 Per Pack	-3-	pack		
XVII	Glue 130G	-14-	pc		
XVIII	Heavy Duty Staple Wire (13mm)	-17-	box		
XIX	Heavy Duty Stapler (13mm - 17mm)	-4-	pc		

Item No	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
XX	Highlighter Marker(SET-Red,Blue,Green,Yellow)	-66-	set		
XXI	Mailing Envelope (105mmx241mm)	-5-	box		
XXII	Marking Pen, Black	-20-	pc		
XXIII	Note Pad 3" X 4"	-115-	pc		
XXIV	Outgoing And Incoming Tray (4 Layers)	-9-	pc		
XXV	Photo Paper A4 200Gsm, 10's	-18-	pack		
XXVI	Puncher (2 Hole)	-4-	pc		
XXVII	Record Book, 500 Pages	-5-	book		
XXVIII	Ruler, Plastic (18Inch)	-9-	pc		
XXIX	Self-inking stamp ("Certified True Copy" and "Received" with DPWH logo)	-4-	pcs		
XXX	Self-Inking Pad (Certified True Copy)	-11-	pc.		
XXXI	Self-Inking Stamp (Personalized), 9 x 26mm, See Attached Sample	-4-	pc.		
XXXII	Self-Inking Pad (Received)	-5-	pc.		
XXXIII	Self-Inking Dater Stamp, 4mm	-3-	pc.		
XXXIV	Specialty Paper (200Gsm) A4	-60-	pack		
XXXV	Staedler Pencil	-24-	pc		
XXXVI	Stamp Pad Ink (Black/Blue)	-16-	pc		
XXXVII	Self-Inking Stamp	-9-	pc		
XXXVIII	Staple Remover	-21-	pc		
XXXIX	Stapler with built-in staple remover, big	-13-	pc		
XL	Tape Dispenser	-3-	pc		
XLI	Tape Masking 24Mm	-52-	roll		
XLII	Tape Transparent 48Mm	-28-	roll		
XLIII	Certificate Frame, 210mm x 297mm	-53-	pc		
XLIV	Double Sided Tape 1"	-10-	pc		
XLV	Sticky Note "Sign here" (5 in 1)	-10-	pack		
XLVI	Calculator-12 Digits (2-Way Power)	-4-	pc		
XLVII	Computer Keyboard	-5-	pc		
XLVIII	Computer Mouse (Wired)	-5-	pc		
XLIX	External SSD Hard Drive, 1 TB	-3-	pc		
L	Hp Toner	-12-	tube		
LI	HP Imaging Unit for M440NDA	-1-	box		
LII	Paper Shredder, 10 10-sheet cross-cut, 20 Ltrs	-2-	unit		
LIII	Universal Power Strip Extension, 2 USB ports, 2 Type c port , 3 power socket	-5-	set		
LIV	Royal Cord, Wire No. 14	-2-	meter		
LV	Ultra Dual Drive, (USB & OTG Type C) 512GB,	-5-	pc		
LVI	Pencil Sharpener, Heavy Duty	-4-	pc		
LVII	Notebook Stenographer	-50-	pc		
Total					

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

After having carefully read and accepted your General Conditions, I/We quote 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.

Printed Name / Signature / Date

Tel. No. CP. No. & email address