



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**Davao City District Engineering Office**  
Leon Ma. Guerrero St., Davao City



Name of Procuring Entity: DPWH-DCDEO, DAVAO CITY RFQ No. & Date: 03-013-2024 (24GLB0022) 3/13/24  
Revised on: \_\_\_\_\_ PR No. & Date: 03-013-2024 3/12/24  
Standard Form/Title: REQUEST FOR QUOTATION Office/End-user: ADMINISTRATIVE SECTION  
(Small Value Procurement) DPWH-DCDEO

**COMPANY NAME :** \_\_\_\_\_

**ADDRESS :** \_\_\_\_\_

**TEL. NO./FAX No. :** \_\_\_\_\_

**TIN No.** \_\_\_\_\_

**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 one hundred twenty (120) calendar days.
- 5.**PhilGEPS Registration Certificate, Mayor's Permit** (must be certified true copy), **DTI or SEC or CDA for Cooperatives, Tax Clearance, ITR, Authority of Signing Officials and Omnibus Sworn Statement** (Specific to Contract) shall be attached upon submission of the quotation and every page of the document must be signed.
6. **Bidders shall submit original brochures of the product if applicable.**
- 7.**Please indicate the brand for each items being offered.**
- 8.The approved budget ceiling for this procurement is Php 975,695.00.

Please quote your lowest price on the item(s) listed below, the Terms and Conditions stated and submit your duly signed quotation personally or thru your authorized representative (submitted thru courier/fax will not be accepted) not later than 10:00 A.M. of March 19, 2024 to the BAC Secretariat for Goods, L. Ma. Guerrero St., Davao City.

**EMILIO P. SUCALDITO, JR.**

Chairperson, BAC

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Colored Board Cover, A4 Size	100	ream		
2	Folder, Kraft Brown, Long	100	pcs		
3	Data File Box, (5"x9"x15-3/4")	100	box		
4	Data File Folder (Customized: w/logo; Blue; A4 size)	300	pcs		
5	Double Adhesive tape, 1"	50	pcs		
6	Envelope, documentary (10"x15"), 500s/box	5	box		
7	Envelope, expanded (long colored) w/ garter Tie	50	pcs		
8	Envelope, Kraft (Long)	200	pcs		
9	Envelope, Kraft (Short)	100	pcs		
10	Envelope, Plastic with handle expandable (legal size) / pc	100	pcs		
11	White Glue with applicator	50	pcs		
12	Laminating Film 300 mic	5	roll		
13	Marking Pen, whiteboard, black	20	box		
14	Marking Pen, permanent, black	20	box		
15	Paper Clip, gem type, jumbo, 48mm,100s/box	100	box		
16	Paper Fastener - metal	100	box		
17	Paper, Plain paper Copier, (Long)80gsm	100	ream		
18	Photopaper, A4 - Premium (high gloss) - 200-230gsm	200	pack		
19	Photopaper, A4 - Double Sided Premium (high gloss) - 200gsm	200	pack		
20	Puncher, two holes	20	pcs		
21	PVC Transparent Cover 300 mic A4 size	70	ream		
22	Record book, 300 pages, official record book	100	book		
23	Record book, 500 pages, official record book	100	book		
24	Ring Binder Plastic, (sizes 12mm-16mm) 21 holes (approx. 100pc/box)	50	pack		
25	Ring Binder Plastic, (sizes 19mm-51mm) 21 holes (approx. 100pc/box)	50	pack		
26	Ring Binder Plastic, (sizes 38mm-51mm) 21 holes (approx. 100pc/box)	20	pack		



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27	Stamp pad Ink, violet/red, 50ml	10	bottle		
28	Stamp pad (big)	50	pcs		
29	Staple Wire, Standard, 5000 pcs / box	100	box		
30	Staple with remover - HD 50R	30	pcs		
31	Adhesive Tape, Transparent, (1") 50 meters	200	roll		
32	pen, Sign Pen (Thick)	100	pcs		
33	Dater Stamp	20	pcs		
34	Correction Tape	50	pcs		
35	Memo Pads	50	pad		
36	Employee's Leave Card Form (US tag Cardboard, 9"x3")	100	pcs		
37	Personal Records and Service Form (US Tag Cardboard, 8.75" x 13.5")	500	pcs		
38	Binder Clip, 3/4" (12 pcs per box)	50	box		
39	Binder Clip, 1" (12 pcs per box)	50	box		
40	Binder Clip, 1-1/4" (12 pcs per box)	50	box		
41	Binder Clip, 1-5/8" (12 pcs per box)	50	box		
42	Binder Clip, 2" (12 pcs per box)	100	box		
43	Pencil	100	pcs		
44	Text marker / Highlighter	100	pcs		
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				
<p><i>The awarding for this RFQ will be on a lump-sum basis, Prospective Suppliers must quote for all of the items, Otherwise they will be subjected for disqualification.</i></p> <p><i>Please specify total amount in words.</i></p>					

**NOTE: Procurement of Office Supplies and Consumables for the use of DPWH-Davao City Sub-DEO**

<b>AMOUNT IN WORDS:</b>		
	<b>TOTAL:</b>	

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 of Period, Warranty and Price Validity are left blank, it means that I concur with the terms and Conditions specified by DPWH.**

Telephone No.: 226-4775 (BAC Secretariat)

Printed Name / Signature / Designation

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