

Republic of the Philippines

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

CAGAYAN DE ORO CITY 2ND DISTRICT ENGINEERING OFFICE

Macabalan, Cagayan de Oro City



Name of Procuring Entity	: Request for Quotation (PR No. 2024-03-083)	: 2024-03-026
Revised on :		Date: March 21, 2024
Standard Form/Title :	REQUEST FOR QUOTATION	Office/End-User: Maintenance 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 <u>March 25, 2024</u> in the return envelope attached herewith, to the Procurement Unit, Conference Room, DPWH 2nd DEO CDOC, Macabalan, Cagayan de Oro City.

TERMS and CONDITIONS:

Brand and Model

- 1. All entries must be typewritten or legibly written.
- 2. Delivery period within 15 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 mininum 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. G-EPS 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 <u>P 996, 700.00</u>



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.

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Heavy Duty Paper Cutter	2	piece		
	Gun Tacker	4	piece		
	Calculator (big)	15	piece		
	Ballpen, black	100	piece		
	Ballpen Green	100	piece		
	Pencil	50	box		
	Pentelpen/Permanent Marker black	50	piece		
	High lighter pen	50	piece		
	MARKING PEN, whiteboard, black	50	piece		
	PAPER, multicopy, A3, for laser printing	50	ream		
	PAPER, multicopy, legal, for laser printing	500	ream		
	PAPER,multicopy, 210mm x 297mm(A4), 80gsm	800	ream		
	RECORD BOOK, 500 pages, smyth sewn	30	book		
	FOLDER, Ordinary, legal, 100s/box	30	pack		
	FOLDER, Ordinary, A4 , 100s/box	30	pack		
	Brown Envelop, 100s/box, A4	20	pack		
	Brown Envelop, 100s/box, Legal	30	pack		
	Expanded envelop (brown) Legal	1	box		
	Expanded Folder (brown) Legal	1	box		
	Stand File Box (color dark Blue)	20	piece		
	Cartolina (Assosted Color	100	piece		
	Photo paper	50	dozen		
	Photo Sticker paper	50	dozen		
	Construction paper	50	dozen		
	Paper Shredder	3	piece		
	Paper Fastener	50	box		
	Correction tape	50	piece		

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Warranty

Tel. No. 856-8774 local 74712

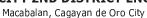
Printed Name / Signature / Date



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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Correction Pen	50	piece		
	Stamp Pad	10	piece		
	Document Tray (3 layer)	10	piece		
	Document Scanner (Portable)	1	piece		
	Hand Sanitizer	100	bot		
	Stapler (Heavy duty, medium size)	15	piece		
	Staple wire #35	100	box		
	Staple remover (heavy duty)	15	piece		
	Scotch tape 2"	20	roll		
	Masking Tape	20	roll		
	Double sided Tape	30	roll		
	Scotch tape dispenser	10	piece		
	Triple A (AAA) Battery	10	pack		
	Double A (AA) Battery	20	pack		
	Backfold clip (Small)25mm	50	box		
	Backfold clip (medium)32mm	50	box		
	Backfold clip (Big)50mm	50	box		
	Podlock	50	piece		
	Scissors (big)	30	pair		
	Sticky Notes (Sign Here)	50	pad		
	Sticky note paper (2"x 3")min	50	pad		
	Sticky note paper (3" x 4")min	50	pad		
	Tissue Paper	200	piece		
	Glue (big)	30	jar		
	Chalk	100	box		
	Glue gun (big)	2	piece		
	Glue Stick (big)	100	piece		
Brand a	 nd Model : Warranty	<u> </u>			<u> </u>

	After ho	avin	g carefull	y read d	and accepte	d your Ger	neral Con	ıditioı	ns, I	/ We	quote you	on the	item(s) a	t price:	s note	e abou	e. Į
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Price Validity

Tel. No. 856-8774 local 74712

Delivery Period

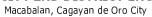
Printed Name / Signature / Date



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Revised	on :				Date :	March 21, 2	2024
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Item No.	ITEN	IS & DESCRIPTION	QTY.	UNIT	UN	NIT PRICE	TOTAL PRICE
	Paper Clip (small)33mm		50	box			
	Paper Clip (medium)		50	box			
	Paper Clip (big)		50	box			
	PVC Cover, A4 size, 100	pcs/pack	20	pack	†		
	Transparent Folder A4		100	piece			
	Transparent Folder long		100		\top		
	Puncher (Heavy Duty)		3	piece			
	White Board (Desk with star	nd and Steel Frame) .46x.61m	4	piece			
	Sign Pen, 1.00mm, Blue		132	piece			
-	Sign Pen, 1.00mm, Blac		50		+		
	Sign Pen, 1.00mm, Red		50	- '	+-		+
	-	hard cover and cover thickness of 25 or	+	- P1	+-		+
	•	over & white plyleaf inside with 7" x 3"	100	roll			
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Printed Name / Signature / Date

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

Tel. No. 856-8774 local 74712