



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       | : <b>REQUEST FOR QUOTATION</b>               | Office/End-User : Maintenance Section |
| <b>COMPANY NAME</b> :     |  |                                       |
| <b>ADDRESS</b> :          |  |                                       |
| <b>TEL. NO./FAX No.</b> : |  | <b>TIN</b> :                          |

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 **March 25, 2024** in the return envelope attached herewith, to the Procurement Unit, Conference Room, DPWH 2nd DEO CDOC, Macabalan, Cagayan de Oro City.

**TERMS and CONDITIONS :**

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 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. 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 P 996,700.00

  
**NOEL B. ALFONSO**  
BAC Chairman

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 |            |             |
|          |   |      |       |            |             |

|                 |   |  |                |   |  |
|-----------------|---|--|----------------|---|--|
| 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 the Terms and Conditions specified by DPWH.



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Revised on : Date : March 21, 2024

Standard Form/Title : REQUEST FOR QUOTATION Office/End-User : Maintenance Section

COMPANY NAME :

ADDRESS :

TEL. NO./FAX No. :

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|----------|-----------------------------------|------|-------|------------|-------------|
|          | 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 |            |             |
|          |                                   |      |       |            |             |
|          |                                   |      |       |            |             |

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Delivery Period : Price Validity :

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