



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
Region X  
OFFICE OF THE DISTRICT ENGINEER  
Cagayan de Oro City 1st District Engineering Office  
Bulua, Cagayan de Oro City



Name of Procuring Entity: CDO 1st DEO Request for Quotation (P.R. No. 2024-06-191): 2024-06-023  
Revised on: Date: June 11, 2024  
Standard Form/Title: REQUEST FOR QUOTATION Office/End-User: Administrative Section

COMPANY NAME:  
ADDRESS:

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 2:00 p.m. of **JUNE 18, 2024** in the return envelope attached herewith, to the BAC Secretariat for for Goods, 10th RES Compound, Bulua, Cagayan de Oro City.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within thirty (30) c.d. 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 from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Phil-GEPS Registration Certificate, the following documents must be updated: Mayor's Business Permit, DTI, Income/ Business Tax Return, Tax Clearance and Omnibus Sworn Statement (DPWH-G&S-18) shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications 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 812,335.24**
9. Submission of RFQ thru e-mail shall not be entertained.
10. Bids submitted thru Representatives must present their Special Power of Attorney together with their valid ID.

For:   
ELVIRO S. SALIGUMBA  
Chief, Quality Assurance Section  
BAC- Chairperson

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
1	Double Sided Tape 1" (paper)	117	Roll		
2	Double Sided Tape 1" (Foam type)	95	Roll		
3	Duct Tape 2'	55	Roll		
4	Customized binder A4 [Blue]	750	Piece		
5	Customized binder Long[Blue]	400	Piece		
6	Glue Stick Elmer's	50	Piece		
7	Index Tab (Sign Here Tab) 24 pads per box	40	Box		
8	Index Tab (Blank) 24 pads per box	32	Box		
9	Paper, A3 Multicopy Size	40	Ream		
10	Photo Paper (A4) Glossy, 10 per pack	87	Pack		
11	Photo Paper (A4) Matte, 10 per pack	87	Pack		
12	Push Pin (Colored) 100 per box	15	Box		
13	Glue Gun Small	7	Unit		
14	Glue Gun Heavy Duty (BIG)	7	Unit		
15	Stick glue (big) for glue gun	80	Piece		
16	Sitck glue (small) for Glue gun	80	Piece		
17	White Board 40cmx60cm	1	Piece		
18	Laminating film	7	Pack		
19	Sticker Paper, 10 per pack	69	Sheet		
20	Vellum Board	12	Sheet		
21	Scotch Tape 1"	15	Roll		
22	Packaging Tape 2"	20	Roll		
23	Packaging Tape Transparent 3"	30	Roll		
24	PVC Covers A4, 100 piece per Pack	11	Pack		
25	Scientific Calculator	20	Unit		
26	Ring Comb 15 cm	10	Piece		
27	Ring Comb 20 cm	10	Piece		
28	Ring Comb 30 cm	10	Piece		
29	Magnifying glass, medium	15	Unit		
30	Field Book	50	Book		
31	220 gsm letter size, white special paper, 10 sheets per pack	20	Piece		
32	Carbon Film - Black (100 per pack)	1	Pack		
33	Carbon Film - Blue (100 per pack)	1	Pack		
34	Cork Board 1 1/2 x 2 feet	2	Piece		



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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
35	Cork Board (16"x24")	2	Piece		
36	Finger tip Moistener	8	Piece		
37	File Organizer	5	Piece		
38	Plastic Cover/book cover	5	Roll		
39	US Mailing Envelope, White, 500's per Box	2	Box		
40	Thumb Tacks	5	Box		
41	Fastner extra long (Metal) 8.5 inches	50	Box		
42	White Folder Long (100 per Box)	10	Box		
43	White Folder A4 (100 per Box)	13	Box		
44	Premium Paper Roll 36x50 yards 80 gsm/2"core	1	Roll		
45	Premium Paper Roll 24x50 yards 80 gsm/2"core	1	Roll		
46	Premium Matte Film (Mylar) 36x20m 100 microns/2"core	1	Roll		
47	Premium Matte Film (Mylar) 24x20m 100 microns/2"core	1	Roll		
48	No. 70FE Staple Cartridge	1	unit		
49	Heavy Duty Staple Wire #23/8	60	Box		
50	Heavy Duty Staple Wire #23/10	60	Box		
51	Heavy Duty Staple Wire #23/13	60	Box		
52	Heavy Duty Staple Wire #23/15	60	Box		
53	Heavy Duty Staple Wire #23/17	60	Box		
54	Heavy Duty Staple Wire #23/20	60	Box		
55	Heavy Duty Staple Wire #23/23	60	Box		
56	Stamp Pad ink Blue	13	Bottle		
57	Staple Wire for Electric Stapler	2	box		
58	Paper, A4 Multicopy Size	950	Ream		
59	Specialty (A4, 200 GSM)	20	Pack		
60	Staple Wire (Joy)	110	Box		
61	Pencil Mongol 2	3	box		
62	Binder Clip 1 inch	8	box		
63	Binder Clip 2 inch	8	box		
64	Binder Clip 3/4	8	box		



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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
65	3 tier Metal Paper Tray	2	unit		
66	Dry Erase White board 12"x16"	3	piece		
67	Dry Eraser White board marker	10	piece		
68	Corkboard for Cubicle 2x3	3	piece		
69	Battery AAA	120	pack		
70	Battery AA	120	pack		
71	Stapler wire for joy Ps-210	2	box		
72	Long Arm Stapler Heavy Duty	1	unit		
73	Staple wire for Long Arm Stapler Heavy duty	2	box		
74	12 inch ruler	6	piece		
75	Green apple spiral notebook	6	book		
76	Office Heavy Duty A4 paper Cutter	1	unit		
77	Heavy duty Puncher	7	unit		
78	Expanded Folder, Legal Green	5	box		
79	USB 64, GB	30	Piece		
80	Sticky Note Pad 7.5 x 7.5	20	pad		
81	Metal Fastener 3cm x 3 1/2	30	box		
82	Standing Magnetic Movable White Board (4'x8')	1	Unit		
83	Staple Standard type	13	Unit		
84	Correction Tape	110	Piece		
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				

**PURPOSE:** For use in CDO 1st DEO

Brand and Model: \_\_\_\_\_  
Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

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

BAC-Secretariat:  
Tel. No. 880-0177 Local 74619

Printed Name/Signature/Date

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



Website: <https://www.dpw.gov.ph>



Tel. Nos. (088)-557-3016 / 880-0177



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