



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. 2024-10-306): 2024-10-043

Revised on:

Date: October 3, 2024

Standard Form/Title: **REQUEST FOR QUOTATION**

Office/End-User: Administrative 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 2:00 p.m. of ~~October 7, 2024~~ in the return envelope attached herewith, to the BAC Secretariat for for Goods, 10th RES Compund, 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 607,747.82**
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.


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	PAPER, Multi-purpose (COPY) A4, 70 gsm., 5 reams/box	115	Box		
2	BOND PAPER, 8.5 x 13, 5reams/Box	11	Box		
3	CORRECTION FLUID	5	Bottle		
4	CORRECTION TAPE	75	Pcs		
5	MARKING PEN, permanent, black	23	Piece		
6	Officail RECORD BOOK, 500pages w/ page number	50	Book		
7	SIGN PEN, blue, 0.5mm, 12pcs/box	72	Box		
8	SIGN PEN, black, 0.5mm 12pcs/box	65	Box		
9	Ballpen (Blue), 12pcs/box	20	Box		
10	Ballpen (Black). 12pcs/box	55	Box		
11	White Envelope, 100 per box	2	Box		
12	FOLDER, TAGBOARD, A4 100 pcs/Box	5	Box		
13	FOLDER White, (long) 100pcs/Box	4	Box		
14	FOLDER White, (short), 100pcs/Box	3	Box		
15	PUNCHER, heavy duty, with two hole guide	7	Pcs		
16	ENVELOPE, documentary(10"x15"), legal size, 500pc/box	5	Box		
17	ENVELOPE, expanding, legal size, 100pc/box	6	Box		
18	Battery (AAA)	12	Pack		
19	Battery (AA)	12	Pack		
20	Battery (9V)	6	Pack		
21	Cutter (Big)	2	Piece		
22	Customized Binder A4 [Blue] as per specification stated in the unnumbered Memo dated June 28, 2024	300	Pieces		
23	Customized Binder long[Blue] as per specification stated in the unnumbered Memo dated June 28, 2024	150	Pieces		
24	Expanded Folder, A4 (Green), 100 pcs/Box	1	Box		
25	Expanded Folder, Long (Green) with metal cap, 100 pcs/Box	7	Box		
26	Fastener (non-rust metal 50 sets/box (LONG))	3	Box		
27	Paper Clip (SMALL)	3	Box		
28	Paper Clip (BIG)	18	Box		
29	Binder Clip (SMALL)	45	Box		
30	Binder Clip (big)	35	Box		
31	Engineer's Fieldbooks	25	Books		
32	A3 Bondpaper, 5reams/Box	35	Box		



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TERMS and CONDITIONS:

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33	Photopaper, Glossy, A4 size (10pcs/pack)	25	Pack		
34	Sticker paper, A4 size (10pcs/pack)	40	Pack		
35	Sign Here Post It	50	Box		
36	Stapler Heavy Duty #35	8	Box		
37	Fastener Plastic	25	Box		
38	Duct tape	25	Roll		
39	Scotch Tape	30	Roll		
40	Caution warning barricade tape (yellow)	15	Roll		
41	Pentel Pen, Fine Black	12	Box		
42	Pencil	5	Box		
43	Mechanical Pencil	15	Box		
44	High Lighter	30	Pack		
45	Index Tabbing	30	Pack		
46	Acetate	3	sheet		
47	Laminating films, A4	4	Pack		
48	Masking Tape	14	Roll		
49	Staple Wire #35	50	Box		
50	Paper Tray	23	Pcs		
51	0.5 Sign Pen Green	1	Box		
52	1.0 Sign Pen Black	2	Box		
53	Calculator, 12 digit	2	Unit		
54	Double Sided foam Tape	30	Roll		
55	Glue (large)	13	Pieces		
56	Velum Board	20	Pack		
57	Post It Notes (1x2)	20	Pack		
58	Post It Notes (2x2)	60	Pack		
59	Scissors (Heavy Duty)	30	Pcs		
60	Transparent Tape (3") 24mm	3	Roll		
61	Stamp Pad	5	Piece		
62	Tape Dispenser	4	Piece		
63	NoteBook (Spiral)	20	Book		
64	Eraser	40	Pieces		



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65	Ringbind Plastic Spring (big)	30	Pieces		
66	Ringbind Plastic Spring (small)	30	Pieces		
67	Plastic Cover A4, 100 sheets	5	Sheet		
68	Plastic Cover Legal Size, 100 sheets	5	Sheet		
69	Stamp Pad Ink	2	Pieces		
70	Laminating films, A4	1	unit		
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				

PURPOSE: For use in Administrative Section, Planning & Design Section, Construction Section, Maintenance Section, Finance Section & Procurement Unit

Brand and Model: _____

Warranty: _____

Delivery Period: _____

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.dpwh.gov.ph>

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



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