



Republic of the Philippines
Department of Public Works and Highways
DAVAO CITY II DISTRICT ENGINEERING OFFICE
Tugbok District, Davao City

Name of Procuring Entity : **DPWH-DCIIDEO, Tugbok Davao City**
Revised on: _____
Standard Form/Title : **REQUEST FOR QUOTATION**
(SHOPPING)

RFQ No. & Date: **2024-06-046** **06/04/2024**
P.R. No. & Date: **2024-05-046** dated **05/29/2024**
Office/End-User: **Maint. Section**

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 twenty (20) W.D. upon receipt of the approved 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 (1) year for Equipment; 3 years for I.T. 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/Mayor's Permit/DTI or SEC/Tax Clearance/ shall be attached upon submission of the quotation and every page of the document must be signed.*
- 6) Bidders shall submit original brochures showing certifications of the product, if applicable,
- 7) Please indicate the brand of each items being offered, (if applicable)
- 8) The Approved Budget for the Contract is **P 164,080.00 one (1) lot price**

Please quote your lowest price on the item(s) listed below subject to the Terms & Conditions stated and submit your duly signed quotation personally (Submitted thru courier/fax/e-mail will not be accepted) not later than 10:00 AM. of **06/11/2024** to the BAC Secretariat for Goods, DPWH-DCIIDEO, Tirol St., Tugbok, Davao City.

REYNALDO A. AMORES
Chief, Const. Section
(BAC-Chairperson)

	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	A4 Bond Paper, 80 gsm	100	reams		
2	HP Laser Jet Pro 400-80A (black)	5	cart		
3	Clip, backfold, 19mm	15	bx.		
4	Clip, backfold, 25mm	15	bx.		
5	Clip, backfold, 32mm	15	bx.		
6	Photo Paper (Double sided, Glossy)	20	pcks.		
7	Scotch Tape (24 mm)	5	roll		
8	Loose Leaf, w/ o-ring , long Top clip archfile (royal blue)	20	pcs.		
9	Correction Tape refill WH-605 (double)	30	pcks.		
10	Correction Tape WH-605	10	pcs.		
11	Envelope, Brown, A4	50	pcs.		
12	Envelop, Brown, legal	50	pcs.		
13	Glue, all purpose, 130 grams	10	bot.		
14	White Board Marker (black)	30	pcs.		
15	Data File Box (Royal Blue, closed ends)	20	pcs.		
16	Envelope, expanded w/ garter tie, legal size, (100 pcs. Per box)	2	boxes		
17	Storage Box with top cover (w: 30cm x 40 cm)	20	pcs.		
18	Record Book, 300 pages, size: 214mm x 278mm min.	10	pcs.		
19	Clear Book Refill, A4 size, 10pcs. Per pack (#305A)	10	pcks.		
20	Sticker Paper, A4	35	pcks.		
21	Paper Clip, 50mm	20	boxes		
22	Paper Clip, 33mm	20	boxes		
23	Post it 3x3 inches	15	pad		
	x-x-x-x-x- sheet 1 of 2 -x-x-x-x-x			SUB-TOTAL ----	
	<i>For use in the operations of the Maint. Section.</i>				
	Total Amount: (pls. specify total amount in words)				
	<i>Please specify brand name/model otherwise, bids will not be accepted</i>				
	<i>The awarding for this RFQ will be on a lump-sum basis.</i>				
	<i>Prospective Suppliers must quote for all items. Otherwise they will be subjected for disqualification.</i>				

Brand and Model: _____ Warranty : _____
Delivery Period : _____ Price Validity : _____
Please indicate Payment Term: _____ Credit
C.O.D.

DPWH-DCIIDEO
Tel. No. 293-1765 (Procurement Unit)
Fax No. 293-0551

After having carefully read & accepted your General Conditions, I/We quote you on the item(s) at prices noted 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.

Printed Name / Signature / Date

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

Republic of the Philippines
Department of Public Works and Highways
DAVAO CITY II DISTRICT ENGINEERING OFFICE
Tugbok District, Davao City

Name of Procuring Entity : DPWH-DCIIDEO, Tugbok Davao City
Revised on: _____
Standard Form/Title : REQUEST FOR QUOTATION
(SHOPPING)

RFQ No. & Date: 2024-06-04 06/04/2024
P.R. No. & Date: 2024-05-046 dated 05/29/2024
Office/End-User: Maint. Section

COMPANY NAME: _____
ADDRESS: _____
TEL. NO./FAX No. _____

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REYNALDO A. AMORES
Chief, Const. Section
(BAC-Chairperson)

	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
24	Flash Drive, 32GB	5	pcs.		
25	External Hard Drive, 1TB, USB 3.0	4	pcs.		
26	Scissors 6"	5	pcs.		
27	Double Sided Tape (Heavy Duty)	5	pck.		
28	Paper Fastener, Plastic Coated (size: long, 8 1/2", 70mm)	10	bxs.		
29	Max Stapler HD-50DF	3	pcs.		
30	Tape Dispenser	1	pc.		
31	Marking pen, Fluorescent, assorted color	10	pcs.		
32	Ring Binder, 10mm	10	pcs.		
33	Ring Binder, 12mm	10	pcs.		
34	Certificate Holder, A3 (ISO Requirements)	10	pcs.		
35	Ring Binder, Royal Blue, with 3 rings (ISO Requirements)	10	pcs.		
36	White Board (2ft. X 1.5ft.)	10	pcs.		
37	Folder, Tagboard, legal size, 100 pcs. Per pack	1	pck.		
	x-x-x-x-x- sheet 2 of 2 -x-x-x-x-x				
	For use in the operations of the Maint. Section.				
	Total Amount: (pls. specify total amount in words)			TOTAL ----	
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Tel. No. 293-1765 (Procurement Unit)
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Printed Name / Signature / Date

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