



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CEBU CITY DISTRICT ENGINEERING OFFICE
Regional Office VII, V. Sotto Street, Cebu City



Name of Procuring Entity : DPWH - CCDEO Request for Quotation (P.R. No.) : 2025-06-0004
Revised on : Date : June 17, 2025
Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : Procurement Unit
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. 24 JUN 2025 the return envelope attached herewith, to the BAC Secretariat for Goods, 2nd Floor, V. Sotto Street, Cebu City

- TERMS and CONDITIONS:**
1. All entries must be typewritten or legibly written.
 2. Delivery period within (30) calendar days 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. PhilGEPS Registration Certificate/Mayor's Permit shall be attached upon submission of the quotation.
 6. Bidders shall submit original brochures showing certification of the product.
 7. Please indicate the brand for each items being offered.
 8. Omnibus Sworn statement for ABC above Php 50,000
 9. Income Business Tax Return for ABC above Php 500,000
 10. The approved budget ceiling for this procurement is **Php 88,841.95**

ALERDO E. HERNANDEZ
Assistant District Engineer
BAC Chairperson

| Item No. | DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL PRICE |
|--|--|-----|-------|------------------|--------------------|
| 1 | BALLPEN, Black - Pilot | 2 | dozen | | |
| 2 | BALLPEN, Blue - Pilot | 2 | dozen | | |
| 3 | Binder Clips - 1" (12pcs/box) | 2 | box | | |
| 4 | Brown Envelope - Long | 100 | pc | | |
| 5 | Brown Envelope - short | 100 | pc | | |
| 6 | Brown Envelope - Long Expanded (Thick) | 100 | pc | | |
| 7 | Brown Envelope - Short Expanded (Thick) | 100 | pc | | |
| 8 | Calculator - 14 digits | 3 | unit | | |
| 9 | Chisel Point Staple wire 23/13 | 10 | box | | |
| 10 | Chisel Point Staple wire 23/17 | 10 | box | | |
| 11 | Correction Pen | 20 | pc | | |
| 12 | Correction Tape (WH-605) | 10 | pc | | |
| 13 | Correction Tape - Refill only 10pcs/box | 10 | box | | |
| 14 | Duct tape - 2"x25m (Gray) | 5 | roll | | |
| 15 | Duct tape - 2"x25m (Black) | 5 | roll | | |
| 16 | Expanded folder - Green Long | 300 | pc | | |
| 17 | Folder (white) - Short | 200 | pc | | |
| 18 | Fingertip Moistener | 10 | pc | | |
| 19 | Highlighter Swing Cool - assorted Colors | 3 | box | | |
| 20 | Paper fastener (7cm) Plastic | 10 | box | | |
| *****Continue to Page 2***** | | | | Sub-Total | |
| Purpose: DE's, ADE's Network Room and Procurement Unit use. | | | | | |
| 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. | | | | | |
| | | | | | Page 1 of 2 |

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.

Printed Name / Signature / Date
Tel. No. / Cellphone No./ E-mail Address



Printed Name / Signature / Date
Tel. No. / Cellphone No./ E-mail Address