



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
DINAGAT ISLANDS
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE XIII
San Jose, Dinagat Islands

Name of Procuring Entity: DPWH-Dinagat Islands DEO	Request for Quotation (PR NO.): 2025-05-0020
Revised on :	Date: May 21, 2025
Standard Form/Title : REQUEST FOR QUOTATION	Office/End User: Admin-General
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 **10:15 A.M. of May 29, 2025** in the return envelope attached herewith, to the BAC Secretariat, DPWH-Dinagat Islands DEO, San Jose, Dinagat Islands.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 30-60 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 Number, Mayor's Permit, DTI upon submission of the quotation
6. Omnibus Sworn Statement shall be attached upon submission of the quotation (For Small Value procurement (Section 53.9) for ABCs above P50K and Emergency Cases (Section 53.2) for ABCs above 500K)
7. Bidders shall submit original brochures showing certifications of the product.
8. Please indicate the brand for each items being offered
9. The approved budget ceiling for this procurements is **PhP 595,515.00**

(SGD) CYRIL T. ARANAS, JR.
Chief, Planing and Design Section
BAC - Chairperson

ITEM NO	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Planning and Design Section					
1	US Bond Paper, A4 (80 gsm)	160	ream		
2	US Bond Paper, A3 (80 gsm)	80	ream		
3	Binder Clip (2 inch)	24	box		
4	Binder Clip (1 inch)	12	box		
5	Tissue, Toilet Paper, 3 ply, 10 rolls/pack	6	pack		
6	Rubbing Alcohol (Gal)	1	gallon		
7	Ballpoint Pen, 0.7 Black	1	box		
8	Folder, Long	1	ream		
9	Plastic, Fastener	6	box		
10	Expanded Envelope, Long	24	pc		
11	Expanded Envelope, A4	24	pc		
12	Brown Envelope, Long	24	pc		
13	Brown Envelope, A4	24	pc		
14	Sticky Notes (Sign Here)	12	pack		
15	Sticky Notes, 2x3 (Orange, Yellow, Green)	8	pack		
16	Staple Wire No. 35	6	box		
17	USB Flash Drive, 36gb	12	pc		
18	Data File Box with cover Royal Blue	12	pc		
19	Customized Binder, Blue (Legal Size)	100	pc		
20	Photo Paper	2	pack		
21	Glue 500ml	2	bottle		
22	Duct Tape, 2 inch	6	roll		
23	Sensitized Film, A4	1	box		
24	Pencil	1	box		
25	White Board, 16x32	1	pc		

26	White Board Marker	3	pc		
27	Pentel Pen	3	pc		
28	Stapler, Big, Heavy Duty	6	box		
29	Scotch Tape, 1 inch	6	pc		
30	Masking Tape, 1 inch	2	pc		
31	Puncher, Big, Heavy Duty	3	pc		
32	Correction Tape, 20Mx5mm	3	pc		
33	Correction Pen, Metal Tip	12	pc		
34	Plastic Ring Binder, A4 Size, 100 pcs	1	pc		
35	Record Book, Big, 300 pages	6	pc		
36	Clip Board, RBIA	12	pc		
Office of the District Engineer					
37	Bond Paper, #20/70gsm, A4	50	ream		
38	Bond Paper, #20/70gsm, Long	5	ream		
39	Brown Envelope, Long	1	box		
40	Expanded Brown Envelope, A4	1	box		
41	Clip Plastic, (Jumbo)	10	box		
42	Clip Plastic, (Small)	10	box		
43	Correction Tape, Big	10	pc		
44	Cutter Blade, Ordinary	1	tube		
45	Cutter Ordinary	3	pc		
46	Dater Stamp	1	pc		
47	Double Sided Tape, 24mm	3	roll		
48	Double Sided Tape, 1 inch	3	roll		
49	Glue, Transparent	3	bottle		
50	Glue, Stick-up Padding	3	bottle		
51	Mailing Envelope, Long	1	box		
52	Paper Clip, Vinly Plastic Coated, Jumbo (50ml)	5	box		
53	Pencil No. 2	5	box		
54	Permanent Marker, Pilot	2	box		
55	Photo Paper, A3 (230 gsm)	3	pack		
56	Photo Paper, Epson A4 (230 gsm)	5	pack		
57	Photo Paper, Back to back print, A4 (140 gsm)	5	pack		
58	Photo Paper, Back to back print, A4 (230 gsm)	5	pack		
59	Photo Paper, FUJI Film (Satin)	3	pack		
60	Photo Paper, FUJI Film (Rough)	3	pack		
61	Photo Paper, FUJI Film (Linen)	3	pack		
62	Photo Paper, A4, Double Sided	3	pack		
Construction Section					
63	Alcohol 70%, 500ml	2	gallon		
64	Bond Paper, A4, 80gsm	25	ream		
65	Bond Paper, A3, 80gsm	10	ream		
66	Correction Tape	5	pc		
67	Staple Wire No. 35	10	box		
68	Paper Clip, Plastic, Jumbo	5	box		
69	Plastic Fastener, Long	10	box		
70	Plastic Fastener, Long	15	box		
71	Ream Cutter, Heavy Duty, A3 & A4 Size	1	pc		
72	Sensitized Film, A4	1	box		
73	Sign Here Sticker	40	pad		
74	Tape, Double Sided, 24mm	5	roll		
75	Tape, Transparent, 0.5"	5	roll		
76	Toilet Tissue	5	pack		

Maintenance Section					
77	Scissors, (big), Heavy Duty	5	pc		
78	Binder Clip 1" (12pcs)	10	box		
79	Binder Clip 2" (12pcs)	10	box		
80	Blue Logbook (Small), 300 pages	30	pc		
81	Corretion Tape, big (Joy)	50	pc		
82	Legal Size Binder, Royal Blue, Customized w DPWH	100	pc		
83	White Board 1.5ft.x 2ft	3	pc		
84	Tape, Transparent, 1"	5	pc		
85	Sign Here Stick-on Note	20	pc		
86	US A4 Bond Paper	100	ream		
87	A3 Bond Paper	80	ream		
88	Photo Paper, A4	5	pack		
89	Tape Dispenser 1"	1	pc		
90	Steel Cabinet (4 Doors)- Black	3	pc		
91	Long Bond Paper Sub24, 80gsm	5	box		
92	A4 Bond Paper Sub24, 80gsm	5	box		
93	Short Bond Paper Sub24, 80gsm	5	box		
94	Ruler (Stainless Steel) 12"	3	pc		
95	Sticky Notes/Pad 2x2	5	pad		
96	Sign Here Stick-on Note	5	pad		
97	Paper Clip, Big	5	box		
98	Paper Clip, Small	5	box		
99	Binding Clip, (Large) 5"	3	box		
100	Binding Clip, (Medium) 2"	3	box		
101	Binding Clip, (Small) 1"	3	box		
102	Moroco Paper (Blue, Size A4)	2	ream		
103	Clear PVC Binding Cover, A4	2	ream		
104	Plastic Binding Combs (Big)	10	length		
105	Plastic Binding Combs (Small)	10	length		
106	Self-adhesive Correction Tape	10	pc		
107	Masking Tape	5	pc		
108	Duct Tape 48mmX10m	5	pc		
109	Scotch Tape, 1"	5	roll		
110	Plastic Twine Straw	5	roll		
111	Sign/Gel Pen 1.0mm- Blue	1	box		
112	Sign/Gel Pen 0.7mm- Red	1	box		
113	Sign/Gel Pen 0.7mm- Black	1	box		
114	Permanent Marker Pen- Black	1	pc		
115	Permanent Marker Pen- Red	2	pc		
116	File Box/Magazine Holder Stand Blue	50	pc		
117	AAA Battery	20	pc		
118	AA Battery	10	pc		
119	Calulator (12 to 14 Digits)	3	unit		
120	Stapler #35 with Remover	2	pc		
121	Staple Wire #35 (50Staples Max HD)	2	box		
122	Heavy Duty Ream/Paper Cutter Board	1	pc		
123	Folder White, (Long)	50	pc		
124	Folder White, (A4)	50	pc		
125	Folder White, (Short)	50	pc		
126	Lever Arch File Folder (Long, Blue)	20	pc		
127	Tornado Mop	1	unit		

128	Air Freshener, Lavender 250ml	10	pc		
129	Multi-Purpose Liquid Toilet Cleaner (Domex)	5	pc		
130	Glass Cleaner Spray	5	pc		
131	Dishwashing Liquid, 250ml	5	pc		
132	Micro Fiber Cloth (Kitchen Rag)	20	pc		
133	Garbage Bag (Small)	20	roll		
134	Garbage Bag (Large)	20	roll		
Quality Assurance Section					
135	Bond Paper #20/80gsm (A4)	51	ream		
136	Correction Tape (big) 5mm;10m	12	pc		
137	Flash Drive 64gb	4	pc		
138	Photo Paper A4, 12pcs/pack	10	pack		
139	Sign Pen Pilot Hi-Tecpoint V7- (Black) 12's	10	box		
140	Sign Pen Pilot Hi-Tecpoint V7- (Blue) 12's	10	box		
	*** nothing follows ***				
<hr style="border-top: 1px dashed black;"/>					
	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.				
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			TOTAL AMOUNT		
Brand and Model : _____			Warranty : _____		
Delivery Period : _____			Price Validity : _____		
<p><i>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.</i></p>					
Printed Name/ Signature /Date Tel. No./Cellphone No./Email Address					