

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**DAVAO DEL NORTE**  
**DISTRICT ENGINEERING OFFICE**

Km. 48 Canocotan, Tagum City, Davao del Norte Region XI

Name of Procuring Entity :	Request for Quotation (P.R. No.) : 2024-06-0037	PR NO.: 2024-05-0189
Revised on :	Date: June 14, 2024	Date: May 16, 2024
Standard Form/Title :	<b>REQUEST FOR QUOTATION</b>	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 personally (submission through E-mail and courier is not recognized) duly signed by your representative not later than 10:00 AM of June 19, 2024 in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH - Davao del Norte District Engineering Office, Tagum City.

- TERMS and CONDITIONS:**
1. All entries must be typewritten or legibly written on the prescribed Request for Quotation form.
  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. Phil-GEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation
  6. Tax Clearance Certificate
  7. Omnibus Sworn Statement
  8. Affidavit of Sole Proprietorship if Sole Proprietor/Notarized Secretary's Certificate if Corporation, Partnership and Joint Venture.
  9. Bidders shall submit original brochures showing certifications of the product.
  10. Please indicate the brand for each item being offered.
  11. The approved budget ceiling for this procurement is **P 31,406.96**

  
**CHIRWEN P. NAZARENO**  
OIC-Chief, Planning and Design Section  
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	<b>OFFICE SUPPLIES</b>				
2	Data File Storage Box, with or w/out cover	10	boxes		
3	Envelope, Expanding, Kraftboard, for legal size doc's, 100pcs/box	2	boxes		
4	Folder, Tagboard, Legal size, 100pcs/pack	2	packs		
5	Marker, Permanent, bullet type, black	10	pcs		
6	Pencil Shsrpener, 1 pc in individual plastic case	1	pc		
7	Pencil, lead, w/ eraser, one (1) doz/box	1	box		
8	Philippine National Flag	1	pc		
9	Record Book, 8.5x11 inches, 300 pages	10	books		
10	Rubber Band, 70mm min lay flat length (#18)	3	boxes		
11	Ruler, Stainless steel set	1	set		
12	Tape, transparent, 24mm, 50mtrs.	5	rolls		
13	Tape, Packaging, 48mm, 50mtrs. Length, transparent	5	rolls		
14	Tape, masking, 24mm, 50mtrs length	5	rolls		
15	Tape, masking, 48mm, 50mtrs length	5	rolls		
16	Cutting Pad/Mat A3 size 30x45cm	1	pc		
17	Cutter, Heavy Duty	2	pcs		
18	Cutter Blade, heavy duty cutter, 10 pieces per tube	2	tubes		
	<b>JANITORIAL SUPPLIES</b>				
19	Toilet tissue, 12 rolls per pack	10	packs		
20	Insecticide, aerosol type, 600ml/can	3	can		
21	RAG, all cotton, 32 pieces per kilo per bundle	1	bundle		
22	Trashbag, plastic, black, 10 pcs/roll	5	rolls		
23	Cleaner, Toilet bowl and urinal, 900-1000ml cap	3	bottles		
24	Dishwashing liquid soap	3	bottles		
25	Detergent powder, all purpose, 1 kilo/pouch	2	pouch		
	-----/		<b>TOTAL</b>		
	<b>Total amount: (Please specify total amount in words.)</b>				
	<b>Supply and Delivery of Office Supplies, and Janitorial Supplies for use in the Office of the District Engineer (UPMO/FCMC)</b>				
	The awarding for this RFQ will be on lump-sum basis.				
	Prospective Suppliers must quote for all of the items.				
	Otherwise they will be subjected for disqualification.				

Brand and Model : \_\_\_\_\_

Delivery Period : \_\_\_\_\_

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