


Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
DAVAO DEL NORTE DISTRICT ENGINEERING OFFICE
Km. 48 Canocotan, Tagum City, Davao del Norte

Name of Procuring Entity: Request for Quotation (P.R. No.): 2025-04-0010 PR NO.: 2025-03-0073
Revised on: Date: April 11, 2025 Date: March 31, 2025
Standard Form/Title: **REQUEST FOR QUOTATION** Office/End-User: Maintenance 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 April 16, 2025 in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH - Davao del Norte District Engineering Office, Tagum City.

- TERMS and CONDITIONS:**
- All entries must be typewritten or legibly written on the prescribed Request for Quotation form.
 - 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.
 - 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.
 - Price Validity shall be for a period of sixty (60) calendar days.
 - Phil-GEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.
 - Tax Clearance Certificate
 - Omnibus Sworn Statement
 - Affidavit of Sole Proprietorship if Sole Proprietor/Notarized Secretary's Certificate if Corporation, Partnership and Joint Venture.
 - Bidders shall submit original brochures showing certifications of the product.
 - Please indicate the brand for each item being offered.
 - The approved budget ceiling for this procurement is **999,897.77**


LEO ALEX A. MABANGLO
Engineer III
DPWH Davao del Norte District Engineering Office
BAC Chairperson

Item	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	OFFICE SUPPLIES and EQUIPMENT				
1	Binding and Punching Machine, 21 holes -	1	unit		
2	Ballpen, Black -	100	pcs.		
3	Bond Paper, A3 -	10	reams		
4	Bond Paper, Multi-Purpose, A4 -	1,550	reams		
5	Bond Paper, Multi-Purpose, 70gsm, Legal -	250	reams		
6	Clip, Backfold, 32mm -	10	boxes		
7	CDR w/ case -	30	pcs.		
8	Cork board, 120 x 90 cm -	1	board		
9	Envelope, Mailing, 500 pieces per box -	1	box		
10	Filing Box, Documents Keeper, Royal Blue (Big) -	70	pcs.		
11	Filing Folder, Royal Blue, (Arch File) -	80	pcs.		
	Long w/Label insert on side, 2" width -				
12	Filing Folder, Royal Blue, (Arch File) -	190	pcs.		
	Long w/Label insert on side, 3" width -				
13	Folder, Brown, Long -	500	pcs.		
14	Glue, 130g -	10	btl.		
15	Insert Binder Presentation, A4, 3 ring -	35	pcs.		
16	Laminating film, 250microns, 12" -	2	rolls		
17	Marker, permanent, black (broad) -	20	pcs.		
18	Marker, whiteboard, black (fine) -	10	pcs.		
19	Mechanical Sharpener -	10	pcs.		
20	Notepad 2"x3" (assorted color) -	30	pad		
21	Notepad 3"x4" -	20	pad		
22	Paper, Sticker, Long, 100 sheet per pack -	3	packs		
23	Paper, Special (for certificate), 50 sheets per pack -	2	packs		
24	Ruler, Aluminum -	12	pcs.		
25	Sign Pen 0.3, Black -	36	pcs.		
26	Sign Pen 0.5, Black -	90	pcs.		
27	Sign Pen 0.5, Red -	24	pcs.		
28	Sign Pen 0.5, Blue -	60	pcs.		
29	Staple wire No.35 -	30	boxes		
30	Stock Card -	230	card		
31	Tape, Binding (Duct), Blue, 2" -	10	rolls		
32	Tape, Double adhesive, 2" -	10	rolls		
33	Tape, Masking, 2" -	10	rolls		
34	Tape, Transparent, 1" -	10	rolls		
35	Tape, Transparent, 2" -	10	rolls		
36	Uni-ball Gel Impact Pen, 1.00mm, Blue -	48	pcs.		
37	Uni-ball Gel Impact Pen, 1.00mm, Black -	30	pcs.		
38	Vellum Board, A4, 220gsm, 100 sheets -	3	packs		
	per pack (for property Card) -				

COMPUTER SUPPLIES AND ACCESSORIES					
39	Flash Drive, 16GB	8	pcs.		
40	Flash Drive, 32GB	8	pcs.		
41	Mouse Optical, USB connection type	8	pcs.		
x-x-x-x-x-/			TOTAL		
Total amount: (Please specify total amount in words)					
Note:					
All items delivered must be eco-friendly					
and non-toxic (Green Products)					
<i>Supply and Delivery of Office Supplies and Equipment, Computer Supplies and</i>					
<i>Accessories for use in the Office of the District Engineer (Administrative, Finance,</i>					
<i>Construction, Maintenance, Planning & Design, Quality Assurance Section)</i>					
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.					
		<div style="border: 1px dashed black; padding: 2px;"> 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. </div>		<div style="border-top: 1px solid black; height: 20px; width: 100%;"></div> Printed Name / Signature / Date	
				<div style="border-top: 1px solid black; height: 20px; width: 100%;"></div> Tel. No. / Cellphone No. / E-mail Address	