



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
MISAMIS ORIENTAL 1st DISTRICT ENGINEERING OFFICE
Gingoog City, Misamis Oriental, Region X



March 14, 2024
(DATE)

REQUEST FOR PRICE QUOTATIONS

RECEIVED BY:


	NAME OF STORES	TIME & DATE	SIGNATURE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____


PR No. & Date: 2024-02-033 dated February 08, 2024

PURPOSE: Supply and Delivery of Office Supplies to be used
at DPWH-MOFDEO (all section)

Approved by:

Canvassed by:


DONELL MARK F. BARANDA
OIC-Chief, Construction Section
BAC Chairperson


KRISTOFFER T. MONTIBON
Engineer II

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
MISAMIS ORIENTAL 1ST DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE X

Purok 5, Brgy. 26, Gingoog City, Misamis Oriental

Name of Procuring Entity : DPWH-MOFDEO		Request for Quotation : 2024-02-033	
Revised on :		Date : March 14, 2023	
Standard Form/Title : REQUEST FOR QUOTATION		Office/End-User : ODE	
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 2:00 P.M. of March 20, 2024 in the return envelope attached herewith, to the Procurement Unit Office, 3rd Floor DPWH - Misamis Oriental 1st District Engineering Office, Purok 5, Brgy. 26, Gingoog City

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within THIRTY (30) Working 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. Documents required to be submitted with the bid:

5.1 Certified copy of PhilGEPS;

5.2 Certified Copy of Mayor's Permit/Business Permit;

5.3 Notarized Omnibus Sworn Statement

6. Bidders shall submit original brochures of the product .

7. Please indicate the brand for each items being offered.

8. The approved budget ceiling for this procurement is **P 474,435.00**

MARCELINO O. CABEGUIN JR., A.E.R.

OIC-Assistant District Engineer
BAC, Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen Fine Point, .5mm (Black)	500	pcs		
2	Gel Sign Pen Ballpen .5mm smooth writing Black	200	pcs		
3	Ballpen Fine Point, .5mm (Green)	30	pcs		
4	Battery "AAA" Alkaline 2pc/packet	30	packet		
5	Battery "AA" Alkaline 2pc/packet	30	packet		
6	Binder Clips 2" 12pcs/box	10	box		
7	Binder Clips 1 1/2" 12pcs/box	10	box		
8	Binder Clips 1" 12pcs/box	20	box		
9	Bond Paper A4 Size, 80gsm	500	reams		
10	Bond Paper Legal Size, 80gsm	200	reams		
11	Correction Tape, 6meters (min)	200	pcs		
12	Calculator Compact 12 digits	2	unit		
13	DATA FILER W-11" L-13" THICKNESS 2.5" "Blue"	500	pcs		
14	DATA FILER A4 SIZE "Blue"	500	pcs		
15	Duct Tape 2"	30	roll		
16	Double Sided Tape 1"	100	roll		
17	Double Sided Tape 2"	50	roll		
18	Flash Drive 32 Gb Fast Transfer Software	20	pcs		
19	Fingertip Moistener 100g	10	pcs		
20	Flourescent Marker, 3 colors/set	10	set		
21	Folder Tagboard, Legal	500	pcs		
22	Folder Tagboard, A4 Size	300	pcs		
23	Folder Expandable Legal	200	pcs		
24	Marker, Whiteboard, Black	5	pcs		
25	Marker, Permanent, Black	30	pcs		
26	Notepad, Stick-on (3"x3")	30	pad		
27	Notepad, Stick-on (3"x4")	30	pad		
28	Marker Ink Refill Black	5	bottle		
29	Mailing Envelope Legal Size 500pcs/bundle	4	bundle		

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

Purok 5, Brgy. 26, Gingoog City, Misamis Oriental

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OIC-Assistant District Engineer
BAC, Chairperson

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.

Please specify total amount in words.

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.

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