

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CEBU 3RD
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE VII
Ibo, Toledo City, Cebu

Name of Procuring Entity: **DPWH Cebu 3rd DEO** Request for Quotation (P.R. No.): **2024-02-0011-01**

Revised on: RFQ Date: **03/14/2024**

Standard Form/Title: **REQUEST FOR QUOTATION** Office/End-User: **Cebu 3rd DEO**

COMPANY NAME:			
ADDRESS:			
TEL. NO./FAX No.:		TIN:	

Please **quote your lowest price** on the item(s) listed, subject to the **Terms and Conditions** stated below and **submit** your quotation duly signed by your representative not later than **10:00 A.M. of March 18, 2024** in a sealed envelope to the BAC Secretariat, Cebu 3rd DEO, Toledo City, Cebu. Quotations submitted through Electronic/Courier Mails **will not be accepted**. **Opening of Bids** is at **10:30 A.M, March 18, 2024**. The procurement of goods listed below - are intended for the 1st Quarter of CY 2024 under **SARO No.: GAA FY 2023 - Extended**.

D.O. 34 series of 2020 Basic Hygiene, Workplace Sanitation and Social Distancing Measures to be Observed in the Workplace requires visitors must have **confirmed appointments** in the Procurement Unit, advising interested suppliers to fill out the DPWH Cebu 3rd Visitor Health Declaration Form at <https://forms.gle/pEBZ6BraMPcSfa8VA> one day before the appointment date.

Supply transaction of said goods will be in coordination with the Supply Unit and/or End User of this office.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **20 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 (1) year for equipment; three (3) years for IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of One Hundred Twenty (120) calendar days.
5. Bidders shall submit the Original copy of **PhilGEPS Registration Number** & **Mayor's /Business Permit** for authentication and the Certified True Copies of these documents shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product.
7. Please indicate the brand for each items being offered.
8. The total approved budget ceiling for this procurement is **Php 445,947.41**


EVA J. ACOSTA, ASEAN Eng.
BAC Chairperson

Item No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Office of the District Engineer				
1	Clip backfold, All Metal, Clamping: 32mm (-1mm)	20	box		
2	Clip backfold, All Metal, Clamping: 50mm (-1mm)	20	box		
3	Comb Binding Ring, 25mm, For A4 Sized Paper	100	piece		
4	Comb Binding Ring, 50mm, For A4 Sized Paper	50	piece		
5	Folder, Plastic, Legal, Color: Blue	50	piece		
6	Folder, Plastic, Legal, Color: Orange	50	piece		
7	Glue, Liquid Gel, Clear, 4 Oz.	2	piece		
8	Highlighter Pen, Assorted, Neon Colors	10	piece		
9	Paper, Multi-Purpose, A4, Substance 24, 80GSM	100	ream		
10	Post It, Assorted, 3" x 5"	10	pack		
11	Puncher, Heavy Duty, w/ Self Centering Double Gauge	1	piece		
12	Record Book, 300 pages, Stock No. 85	10	piece		
13	Record Book, 500 pages, Stock No. 85	15	piece		
14	Stamp Ink, For Self - Inking Stamps, 10ml	6	bottle		
15	Stapler Specifications: Self - Centering Double Gauge (paper width 105mm - 315mm) Translucent Paper Depth Gauge Handle Lock for easy storage Hole Distance - 80mm; Hole Size - 6mm Metal Chip Tray; Capacity - 45 Sheets	1	piece		
16	Vellum Board, A4, White, 220 gsm, 10sheets/pack	20	pack		

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Item No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Construction Section				
17	Battery AA, 2pcs/blister pack	5	pack		
18	Battery AAA, 2pcs/blister pack	5	pack		
19	Clear Packaging Tape, 1"	10	roll		
20	Clear Packaging Tape, 2"	10	roll		
21	Clip backfold, all metal, clamping: 25mm (-1mm)	30	box		
22	Clip backfold, all metal, clamping: 32mm (-1mm)	70	box		
23	Clip backfold, all metal, clamping: 50mm (-1mm)	30	box		
24	Colored PVC Clear Binding Cover, Blue, A4, 100/pack	4	pack		
25	Colored Plastic Ring Binder, A4 size, 50-150 sheets capacity, 16mm, Blue, 100 pcs/pack	1	pack		
26	Colored Plastic Ring Binder, A4 size, 500 sheets capacity, 51mm, Blue, 24 pcs/pack	12	pack		
27	Construction Paper, Assorted Color, 10 pcs per pack	10	pack		
28	Construction Paper, Green, 10 pcs per pack	10	pack		
29	Correction Tape	5	piece		
30	Correction Tape, Refill 5mm x 6m	30	piece		
31	Double Sided Tape, 1/2"	10	roll		
32	Invisible Tape, Magic tape, 3/4" x 33m	15	roll		
33	Pen, 0.5mm - Black (Recycology Label)	5	box		
34	Pen, 0.5mm - Blue (Recycology Label)	3	box		
35	Expanded Envelope, Legal	5	piece		
36	Expanded Envelope, Legal (Thick; Orange)	10	piece		
37	Expanded Folder (Orange), Long	10	piece		
38	Fastener, Plastic type, Short - 50 pcs. Per Box	30	box		
39	Folder, Fancy, Legal Size	300	piece		
40	Highlighter, Blue	30	piece		
41	Highlighter, Green	30	piece		
42	Marker, Whiteboard, Black	5	piece		
43	Marker, Whiteboard, Blue	5	piece		
44	Paper Clip, 32mm	30	box		
45	Paper, Multi-Purpose A3, 80GSM	40	ream		
46	Paper, Multi-Purpose, A4, Substance 24, 80GSM	140	ream		
47	Paper, Multi-Purpose, Legal, Substance 24, 80GSM	5	ream		
48	Permanent Marker Pen, Black, Fine	5	piece		
49	Photo Paper, Glossy, A4, 10pcs/pack	80	pack		
50	Pen, V7 RT (Blue)	9	box		
51	Pen, V10 Grip (Blue)	1	box		

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Item No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
52	Signpen, Black, 0.3mm needle	1	box		
53	Signpen, Blue, 0.3mm needle	1	box		
54	Signpen, Green, 0.3mm needle tip	1	box		
55	Signpen, Red, 0.3mm needle tip	1	box		
56	Signpen, Black, 0.4mm needle	2	box		
57	Signpen, Blue, 0.4mm needle	2	box		
58	Signpen, Green, 0.5mm needle tip	2	box		
59	Signpen, Red, 0.5mm needle tip	1	box		
60	Stamp Pad Ink, Black	3	bottle		
61	Stamp Pad Ink, Blue	3	bottle		
62	Staple Wire, Standard no. 35	35	box		
63	Sticky Note 3x3 (Green Neon)	70	pad		
64	Sticky Note 3x3 (Yellow)	70	pad		
65	Sticky Note D3-4, 3x3 4 colors	70	pad		
66	Sticky Notes Sign Here, SH 157, film index see through, Repositionable semi-transparent self-adhesive, 125 sheets/pack	70	pack		
67	Transparent Storage box with handle, with white Lid, with Wheels, L= 56cm, W= 40cm, H= 32cm	35	piece		
68	USB, 2gb	10	piece		
69	USB, 64gb	13	piece		
	Administrative Section				
70	Packaging Tape 3"	5	roll		
71	Double Sided Tape 2"	10	roll		
72	CD+RW 700 MB X/ case	10	piece		
73	Dater Stamp 4mm	3	piece		
74	Signpen 0.4mm Blue,Needle Tip	3	box		
75	Signpen 0.4mm Black,Needle Tip,Refill	3	box		
76	Signpen 0.4mm Blue,Needle Tip,Refill	3	box		
77	Paper Clip 25mm	10	box		
78	Photopaper, Glossy	10	pack		
79	Metal Envelope Opener Paper Cutting Tool	5	piece		
80	PVC Cover 300mic A4 Size	1	pack		
81	Comb Binder Ring 25mm A4 Size (Black)	50	piece		
82	Sign Here Sticky Note	2	pack		
83	Record Book No. 85 500pages	15	piece		
84	Feather Duster	2	piece		
85	Cassette Ribbon (Electric Typewriter)	4	piece		
86	External Hard Drive (1TB)	2	piece		

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Item No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Quality Assurance Section				
87	Correction Tape	3	piece		
88	Correction Tape Refill, 2pcs/pack	5	pack		
89	Folder, White, Long	50	piece		
90	Note Pad, Stick on, 3"x3"min	5	piece		
91	Paper, Multi-Purpose, A4, 70 gsm	30	ream		
92	Tape, Packaging, Width: 3"	5	piece		
	Finance Section				
93	Battery AA, 2pcs/blister pack	12	pack		
94	Battery AAA, 2pcs/blister pack	12	pack		
95	Battery, Button Cell (CR2032 3volts Lithium Cell)	6	piece		
96	Correction Tape	10	piece		
97	Clip, backfold, 32mm	2	box		
98	Envelope, White Mailing Envelope (Long)	1	box		
99	Envelope, Expanding w/ Garter, Legal	100	piece		
100	Fastener, Plastic, size 8 1/2	4	box		
101	Paper, Multi-Purpose, A4, 70 gsm	50	ream		
102	Paper, Multi-Purpose, Legal, 70 gsm	25	ream		
103	Number Stamp, Rubberized (12 Digit) Shiny No. 2-12 band	4	piece		
104	Number Stamp, Rubberized (8 Digit) Shiny No. 2-12 band	4	piece		
105	Sign Pen, Black, liquid/gel ink, 0.5mm ball needle tip	12	piece		
106	Sign Pen, Blue, liquid/gel ink, 0.5mm ball needle tip	12	piece		
107	Stapler, Heavy Duty (with Remover)	2	piece		
108	Staple Remover, plier type	3	piece		
109	INK, for stamp pad, (Blue)	2	bottle		
110	Staple Wire, for heavy duty staplers, (23/17)	3	box		
111	Tape, transparent, Tape 1" (24mm)	6	piece		
112	Tape, Duct tape width: 3 inches	6	piece		
113	Tape, Clear/Transparent Double-Sided Adhesive Nano Tape (1" width/3M length)	6	piece		
	xxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxxxx				
				TOTAL	

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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.

APPROVED FOR POSTING:


ALAN A. ALLOSO
District Public Information Officer

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/we concur with the Terms and Conditions specified by DPWH.

Printed Name of Authorized Representative / Signature / Date