



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

May 2, 2025
(DATE)

REQUEST FOR PRICE QUOTATIONS

RECEIVED BY:

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

PR No. & Date: 2025-03-097 dated March 25, 2025

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

Approved by:

Canvassed by:

MARCELINO O. CABEGUIN JR., ASEAN Eng.
OIC-Assistant District Engineer
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 : 2025-03-097	
Revised on :		Date : May 2, 2025	
Standard Form/Title : REQUEST FOR QUOTATION		Office/End-User : ADE	
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 10:00 A.M. of May 08, 2025 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) 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. 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 (if ABC is Above P500,000), Income/Business Tax Return if ABC above P500,000
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each item being offered.
8. The approved budget ceiling for this procurement is P 706,240.00


MARCELINO O. CABESGUIN JR., ASEAN Eng.
OIC-Assistant District Engineer
BAC, Chairperson

Item No.	ITEMS & DESCRIPTION	BRAND:	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen Fine Point, .5mm (Black)		200	pcs		
2	Gel Sign Pen Ballpen .5mm smooth writing Black		200	pcs		
3	Battery "AAA" Alkaline 2pc/packet		30	packet		
4	Battery "AA" Alkaline 2pc/packet		30	packet		
5	Binder Clips 2" 12pcs/box		30	box		
6	Binder Clips 1 1/2" 12pcs/box		30	box		
7	Binder Clips 1" 12pcs/box		30	box		
9	Correction Tape, 6meters (min)		150	pcs		
11	Colored Bond Assorted, Legal 250sheets/pack		20	reams		
12	Duct Tape 2"x10m		30	roll		
13	Double Sided Tape 1"x10m		50	roll		
14	Double Sided Tape 2"x10m		50	roll		
15	Flash Drive 32 Gb Fast Transfer Software		10	pcs		
16	Fingertip Moistener 100g		10	pcs		
17	Flourescent Marker, 3 colors/set		20	sets		
18	Marker, Whiteboard, Black		10	pcs		
19	Marker, Permanent, Black		10	pcs		
20	Notepad, Stick-on (3"x3")		50	pad		
21	Notepad, Stick-on (3"x4")		50	pad		
22	Paper Clip, 33mm		20	box		
23	Paper Clip, 50mm Big		20	box		
24	Paper Fastener, Metal 7cm 50 sets/box		50	box		
25	Paper Fastener, Plastic 7cm 50 sets/box		50	box		
27	Sign Pen,Hi-Tech Point VIO Grip .5mm BLACK		100	pcs		
28	Sign Pen,Hi-Tech Point VIO Grip 1.0mm BLACK		100	pcs		
29	Sign Pen, Uni Ball 1.0 UMN 207/152 BLACK		10	box		

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

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DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
MISAMIS ORIENTAL 1ST DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE X

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

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- 5.2 Certified copy of Mayor's Permit/Business Permit;
- 5.3 Notarized Omnibus Sworn Statement (if ABC is Above P50,000), Income/Business Tax Return if ABC above P500,000
- Bidders shall submit original brochures of the product.
- Please indicate the brand for each item's being offered.
- The approved budget ceiling for this procurement is P 706,240.00


MARCELINO O. CABEGUIN, JR., ASEAN Eng.
OIC-Assistant District Engineer
BAQ, Chairperson

Item No.	ITEMS & DESCRIPTION	BRAND:	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
30	Stamp Pad Ink, Violet 50ml		20	bottle		
31	Stapler Heavy Duty		10	pcs		
32	Staple Remover Plier Type Stainless		20	pcs		
33	Staple Wire no.35 5000staples/box		50	boxes		
34	Sticker Paper, A4 Size 10 pcs/pack		30	pack		
35	Scissors 6" Stainless Steel Sharp		20	pairs		
36	Tape, Transparent (1") 24mm x50yards		50	rolls		
37	Tape Masking no.1"x50m		50	rolls		
38	Rubber Band Flat Thick 350g/box		10	boxes		
39	Nylon Rope No.8 Yellow		100	mtrs		
40	Ruler 12" Metal		10	pcs		
41	Customized Binders Legal Size (Customized with hard cover and thickness of 2.5mm or more, PVC royal blue cover white ply-leaf inside with 7cm (Capacity) x3 inches (ring distance) lever-arch file mechanism with rado lock ring pocket and DPWH three (3) colored logo on spine expansion of atleast 75mm with white background). <i>Please see attached picture.</i>		900	pcs		
42	Storage and Organizing Box Transparent 155 liters (High Impact Resistant)		50	pcs		

Please specify brand name otherwise, bids will not be accepted.

Please specify total amount in words.

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

