



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
AGUSAN DEL SUR 2ND DISTRICT ENGINEERING OFFICE
San Francisco, Agusan del Sur, Region XIII



Name of Procuring Entity	:DPWH Agusan del Sur 2nd DEO	Request for Quotation (P.R No.):	024-12-580
Revised on	:	Date:	12/16/2024
Standard form/Title	: REQUEST FOR QUOTATION	Office/End-User:	Supply & Property Unit
Mode of Procurement	: SHOPPING		
COMPANY NAME	:	PHILGEPS No.:	
ADDRESS	:	TCC No.:	
TEL NO./FAX No.	:	TIN No.:	

Please quote your lowest price on the items listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than **December 20, 2024 @ 10:00am** and submit the hard copy to the BAC Secretariat for Goods at DPWH ADS 2nd DEO Brgy. Karaos, San Francisco, Agusan del Sur.

TERMS & CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within **45 calendar days** upon receipt of the approved funded Purchase Order (P.O). Administrative penalties pursuant to Sec. 69 of the revised IRR of 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 (1) year for Equipment; three (3) years IT Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- PHILGEPS Registration Certificate and Mayor's/Business Permit shall be attached upon submission of the quotation.
- Bidders shall submit original brochures of the product.
- Please indicate the brand and model for each item being offered.
- 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.
- The approved budget ceiling for this procurement/s is **Php 450,401.00**

WILFRED R. VISAYA
OIC-Assistant District Engineer
BAC-Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Archive File (book-type w/clip)	350	pcs		
2	Ballpen, 0.5, Black	300	pcs		
3	Ballpen, 0.5, Blue	300	pcs		
4	Battery AA	5	packs		
5	Battery AAA	5	packs		
6	Clip, Backfold/Binder Clip 25mm	5	box		
7	Clip, Backfold/Binder Clip 32mm	5	box		
8	Clip, Backfold/Binder Clip 51mm	5	box		
9	Correction Pen	10	pcs		
10	Data File Box, Double with cover	30	bxs		
11	Envelope, mailing without window, legal	1	box		
12	Envelope, mailing with window, legal	1	box		
13	Fastener, Metal (Not Extended)	40	bxs		
14	Field Book, Engineer	25	pcs		
15	Flash Drive, 4GB	5	pcs		
16	Flash Drive, 16GB	3	pcs		
17	Flash Drive, 32GB	3	pcs		
18	Glue, all purpose, 240 grams	5	btl		
19	Ink, Numbering Machine, Red	1	btl		
20	Marker Pen, Permanent Black	20	pcs		
21	Marker Pen, Permanent blue	20	pcs		
22	Marker Pen, Whiteboard, black	10	pcs		
23	Marker Pen, Whiteboard, blue	10	pcs		
24	Note Pad/Post it, 2"x3"	20	pads		
25	Note Pad/Post it, 3"x3"	20	pads		
26	Note Pad/Post it, 3"x4"	20	pads		
27	Paper Bond, A3, 80gsm	25	reams		
28	Paper Bond, A4, 80gsm	500	reams		
29	Paper, Construction, Green	3	packs		
30	Paper Photo, A4	20	packs		
31	Paper Photo, Satin, A4	12	packs		
32	Paper Photo, Glossy, A4	10	packs		
33	Paper Sticker, A4	20	packs		
34	Paper, Mimeo, Legal, Sub 20, 70 gsm	10	reams		
35	Paper, Newsprint, A4, Sub 20, 70 gsm	10	reams		
36	Paper, Mylar 24x20 meters core 2" 100 microns	25	rolls		
37	Signpen, 0.5, black	300	pcs		
38	Signpen, 0.5, blue	300	pcs		
39	Signpen, 0.5, green	20	pcs		
40	Signpen, 0.5, Red	12	pcs		
41	Stamp Pad Felt	5	pc		
42	Staple Wire No. 35	50	bxs		
43	Stapler with remover	5	pcs		
44	Sticky note stylish film index	5	pads		
45	Sticky Note Sign Here 4.5cmx1.2cm	30	pack		
46	Tape, Binding, 2"	5	roll		
47	Tape Double Sided, 1"	5	roll		

48	Tape, Masking 1"	5	rolls		
49	Tape, Packaging 2"	5	rolls		
50	Tape, Transparent 1/2"	5	rolls		
51	Tissue, Facial	6	bxs		
52	Vellum Paper white long	10	pad		
TOTAL AMOUNT (Php)					

Purpose: For use in DPWH-Agusan del Sur 2nd DEO.

Please specify brand names and model, if applicable

Delivery Period: _____

Warranty: _____
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.

Tel. No.: _____

Telefax: _____

Printed Name/Signature/Date

Tel No./Celiphone No./ mail address

R13.12/BAC/TSE/JAS