



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BACOLOD CITY DISTRICT ENGINEERING OFFICE
Bacolod City, Negros Occidental



NOTICE OF ALTERNATIVE METHOD OF PROCUREMENT

Notice is hereby given that this Office will conduct **Small Value Procurement** as an alternative mode of procurement in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of RA 9184. Suppliers of known qualification and of good standing are hereby requested to submit their bid prices in a standard form of "Request for Quotation" on the project:

Purchase Request No.: **2025-05-0044**

Name of Project: Supply of various office supplies for use in the Maintenance Section, DPWH- Bacolod City District Engineering Office.

Descriptions: Twenty (20) packs AA Battery Super Heavy Duty (4pcs/pack) and seventy four (74) other items. . .

Approved Budget for the Contract: **P 313,887.50**

Delivery Period: ***Thirty (30) Working days***

X-X-X-X-X

Deadline for submission of quotation is on May 15, 2025 at exactly 2:01 p.m. at the BAC office, DPWH - Bacolod City District Engineering Office.

For other particulars/regarding this procurement, please coordinate with the BAC of this Office. The contract will be awarded to the firm who submitted a price quotation found to be most advantageous to the government.

Approved:


FERDINAND S. MAGADA
BAC Chairperson /

Noted:


LEAH G. JAMERO
OIC-District Engineer

Date of advertisement: May 8 – 14, 2025
PhilGEPS and DPWH website



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BACOLOD CITY
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE VI
Zardonyx Street, Brgy. Taculing, Bacolod City

| | | | |
|----------------------------|---|-----------------------------------|----------------------------|
| Name of Procuring Entity : | DPWH - Bacolod City District Engineering Office | Request for Quotation (P.R. No.): | 2025-05-0044 |
| Revised on : | | Date : | May 8, 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 & Conditions stated below and submit your quotation duly signed by your Representative not later than **2:01 P.M. of May 15, 2025** in the return envelope attached herewith, to the BAC Secretariat, DPWH - Bacolod City District Engineering Office.

TERMS and CONDITIONS :

- All entries must be typewritten or legibly written.
- Delivery period must be 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.
- 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.
- Price validity shall be for a period of sixty (60) calendar days.
- G-EPS Registration Certificate/Mayor's Permit/DTI/Tax Clearance/Omnibus Sworn Statement for ABC Amount of **P50,000.00 and above** shall be attached upon submission of the quotation.
- Bidders shall submit original brochures of the product.
- Please indicate the brand for each item being offered.
- The approved budget ceiling for this procurement is **P 313,887.50**


Ferdinand S. Magada

Chief, Construction Section
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.

| Item No. | ITEMS & DESCRIPTION | QNTY | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|---|------|------|------------|-------------|
| 1 | AA Battery Super Heavy Duty (4pcs/pack) | 20 | pack | | |
| 2 | AAA Battery Super Heavy Duty (4pcs/pack) | 15 | pack | | |
| 3 | Bond Paper, A4/ 70gsm (High Quality), 5reams/ box | 5 | box | | |
| 4 | Bond Paper, A3/ 70gsm (High Quality), 5reams/ box | 15 | box | | |
| 5 | Bond Paper, Legal / 70gsm (High Quality), 5reams/ box | 10 | box | | |
| 6 | Brown Envelope (Long) | 30 | pcs | | |
| 7 | Calculator (Desktop), Good Quality | 3 | pcs | | |
| 8 | Clip Foldback, 1.25" width, (10's/box), Good Quality | 5 | box | | |
| 9 | Clip Foldback, 1" width, (10's/box), Good Quality | 5 | box | | |
| 10 | Clip Foldback, 3/4" width, (10's/box), Good Quality | 5 | box | | |
| 11 | Colored Pencil (12's/box) | 10 | box | | |
| 12 | Correction Tape (5mm x12 mm) (12's/box) | 20 | pcs | | |
| 13 | Cutter, Big (Heavy Duty) | 15 | each | | |
| 14 | Dater (Heavy Duty) | 2 | pcs | | |
| 15 | Double Sided Tape 1 1/2" (36mm x 10m) | 30 | pcs | | |
| | | | | | P |

Total Bid Amount in Words:

Delivery Period

PURPOSE:

Supply of various office supplies for use in the Maintenance Section, DPWH- Bacolod City District Engineering Office.

Page 1 of 5

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.

BAC-Secretariat:

Tel. No. (034)703-1912 Local 60614 and
(034) 707-7188

Printed Name/Signature/Date

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

Note:

- * Please specify brand name otherwise, bids will not be accepted.
- * Please specify total amount in words.



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- G-EPIS Registration Certificate/Mayor's Permit/DTI/Tax Clearance/Omnibus Sworn Statement for ABC Amount of **P50,000.00 and above** shall be attached upon submission of the quotation.
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- Please indicate the brand for each items being offered.
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Chief, Construction Section
BAC Chairperson

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| Item No. | ITEMS & DESCRIPTION | QNTY | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|--|------|------|------------|-------------|
| 16 | Duct Tape (48mm x 8m) | 10 | pcs | | |
| 17 | Eraser 43x19x19mm, White | 30 | each | | |
| 18 | Gun Tacker Staple Wire, 23/13 mm | 20 | box | | |
| 19 | Highlighter (Blue), Good Quality | 25 | each | | |
| 20 | Highlighter (Green), Good Quality | 25 | each | | |
| 21 | Highlighter (Pink), Good Quality | 25 | each | | |
| 22 | Highlighter (Orange), Good Quality | 25 | each | | |
| 23 | Masking Tape 2" (48mm x 25 yd) | 15 | pcs | | |
| 24 | Multi - Purpose Scissors 8.25" | 10 | pcs | | |
| 25 | Packing Tape 2" (48mm x 20m) | 10 | pcs | | |
| 26 | Double Sided Foam Tape 3" 2mm Thickness 1 inch x 5meters (Green) | 10 | pcs | | |
| 27 | Pencil No.2 (12's/box) | 5 | box | | |
| 28 | Pencil Sharpener, Heavy Duty | 3 | pcs | | |
| 29 | Permanent Marker, Broad Tip (Black), (12's/box) | 15 | box | | |
| 30 | Permanent Marker, Broad Tip (Blue), (12's/box) | 15 | box | | |
| | | | | | P |

Total Bid Amount In Words:

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PURPOSE:

Supply of various office supplies for use in the Maintenance Section, DPWH- Bacolod City District Engineering Office.

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4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EP5 Registration Certificate/Mayor's Permit/DTI/Tax Clearance/Omnibus Sworn Statement for ABC Amount of **P50,000.00 and above** shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product.
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|----------|--|------|------|------------|-------------|
| 31 | Photopaper A4 180gsm 10's Glossy | 30 | pack | | |
| 32 | Plastic Paper Fastener, (50's/box) | 10 | box | | |
| 33 | Puncher, Heavy Duty | 3 | pcs | | |
| 34 | Gun Tacker, Heavy Duty | 5 | pcs | | |
| 35 | Sign Pen, Black 0.5mm; Fine Line (Fade-proof and water resistant) | 25 | pcs | | |
| 36 | Sign Pen, Black 0.3mm (Smooth Gel Ink; Stainless Steel Fine Point Tip) | 25 | pcs | | |
| 37 | Smooth Ink Ballpen, 0.5mm (12's/box), Blue | 20 | box | | |
| 38 | Smooth Ink Ballpen, 0.5mm (12's/box), Red | 20 | box | | |
| 39 | White Board Marker (12's/box), Broad Tip (Black) | 10 | box | | |
| 40 | Whiteboard 18"x24" | 20 | pcs | | |
| 41 | Wooden Clip Board, Long Size, Top Clip | 20 | pcs | | |
| 42 | Clip Board Blue with Cover, Long Size, Double Clip (Horizontal & Vertical) | 20 | pcs | | |
| 43 | Multipurpose Nylon Cable Tie Self Locking Zip Ties Cable Strap (4.8 x 200mm),100/bag | 20 | bag | | |
| 44 | Stamp Pad | 5 | each | | |
| 45 | Stamp Pad Ink, 30 ml (Black) | 3 | each | | |
| | | | | | P |

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| 46 | Staple Wire No. 35 | 10 | box | | |
| 47 | Staple Wire Remover (Plier Type) | 5 | pcs | | |
| 48 | Stapler with Remover No. 35, Heavy Duty | 5 | each | | |
| 49 | Sticky Notes/Pad 2" x 5" (5pads/pack, 100s) | 20 | stub | | |
| 50 | Sticky Notes/Pad 3" x 5" | 20 | stub | | |
| 51 | Transparent Tape 18mm x 15mm | 20 | pcs | | |
| 52 | White Folder, Legal Size | 100 | pcs | | |
| 53 | White Folder, Short Size | 100 | pcs | | |
| 54 | Folder Pressboard, Long Size (Green) | 100 | pcs | | |
| 55 | Whiteboard Eraser | 10 | pcs | | |
| 56 | Dual Drive USB 3.1 Type -C (32gb) | 20 | pcs | | |
| 57 | Portable Hard Drive 1TB, 3.2 | 3 | pcs | | |
| 58 | 1.5m Full-size keyboard with integrated number pad, USB Compatible | 5 | each | | |
| 59 | 150cm Wired Mouse, Black | 5 | each | | |
| 60 | Transparent (Clear) Index Tab (5pcs/box) | 20 | box | | |
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| 61 | Staple Wire No. 35 | 10 | box | | |
| 62 | Staple Wire Remover (Plier Type) | 5 | pcs | | |
| 63 | Stapler with Remover No. 35, Heavy Duty | 5 | each | | |
| 64 | Sticky Notes/Pad 2" x 5" (5pads/pack, 100s) | 20 | stub | | |
| 65 | Sticky Notes/Pad 3" x 5" | 20 | stub | | |
| 66 | Transparent Tape 18mm x 15mm | 20 | pcs | | |
| 67 | White Folder, Legal Size | 100 | pcs | | |
| 68 | White Folder, Short Size | 100 | pcs | | |
| 69 | Folder Pressboard, Long Size (Green) | 100 | pcs | | |
| 70 | Whiteboard Eraser | 10 | pcs | | |
| 71 | Dual Drive USB 3.1 Type -C (32gb) | 20 | pcs | | |
| 72 | Portable Hard Drive 1TB, 3.2 | 3 | pcs | | |
| 73 | 1.5m Full-size keyboard with integrated number pad, USB Compatible | 5 | each | | |
| 74 | 150cm Wired Mouse, Black | 5 | each | | |
| 75 | Transparent (Clear) Index Tab (5pcs/box) | 20 | box | | |
| X-X-X-X-X-X-X-X-X | | | | | P |

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