



Republic of the Philippines
Department of Public Works and Highways
OFFICE OF THE REGIONAL DIRECTOR
Regional Office No. XII
Koronadal City



Cor. Alunan Avenue, Mabini Street, Koronadal City

Name of Procuring Entity: DPWH Regional XII (PR No.):

PR-2025-05-066
PR-2025-06-070
PR-2025-06-077

Request for Quotation No.: RFQ-2025-087

Mode of Procurement: **SMALL VALUE PROCUREMENT**

Standard Form/Title: **REQUEST FOR QUOTATION**

Date:

Office/End-User: ORD (All Sections)

Company Name:

Address:

Tel. No./ FAX No.:

Tin No.

PhilGEPS Reg. No.

Please quote your lowest price on the item (s) listed below, subject to the Terms and Conditions stated below and submit your quotation or your duly authorized representative not later than 10:00 AM of _____ In the return envelope attached herewith, to the BAC Secretariat, DPWH Region XII Compound, Cor. Alunan Avenue, Mabini St., Koronadal City

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within 15 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 reasons.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for equipment from date of acceptance by end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- The Bidder shall attached upon the submission of the quotation the following:
 - PhilGEPS Registration Certificate**
 - Mayor's/Business permit**
 - Income/Business Tax Return (Applicable on above Php 500,000.00)**
 - Omnibus Sworn Statement (Applicable on ABC above Php 50,000.00)**
- Bidders shall submit original brochures showing certifications of the product, if applicable.
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **Php 997,794.85**

NAJIB D. OILANGALEN
OIC-Assistant Regional Director
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	PR-2028-05-066 (ORD-ICTS)				
	IT Parts Accessories and Peripherals				
1	Ethernet to HDMI Adapter (4K up to 100M)	6	pc		
2	IT Tools Cordless Drill	1	lumpsum		
3	KVM Switch, 4 ports, with cables	1	pc		
4	CMOS Battery CR2032	24	pc		
5	RJ 45 - connector	200	pc		
6	Wireless Mouse	4	unit		
7	Wireless keyboard, US Standard	4	unit		
8	NVME SSD 500 GB	5	pc		
9	NVME SSD enclosure, 10Gbps, aluminum	2	pc		
10	USB Flash Drive 64GB, 5yrs Warranty	3	unit		
11	Cat 5e UTP Cable 305m	2	box		
12	1m patch cord, factory crimped, Cat6, orange	100	pc		
	PR-2025-06-070 (ORD-ALL SECTIONS)				
	ELECTRICAL SUPPLIES				
13	Bulb (LED, 20 watts, smart)	15	pc		
14	universal duplex outlet with ground	6	pc		
15	swing/folding male electrical plug	6	pc		
16	Extension wire with USB Port (3 gang, 2 USB ports)	3	pc		
17	Electrical Tape, medium size	5	pc		
18	Mini Universal Charger Adapter	5	pc		
19	Bulb, 12watts, bright LED	25	pc		

20	Bulb (LED bulb 20-watts)	10	pcs		
21	Extension Wire (6 sockets, 10 meters, heavy duty)	2	unit		
22	Emergency Lights, heavy duty, twinhead, rechargeable, bright LED	5	unit		
23	Extension Wire 10 meters (4 sockets, heavy duty)	2	pcs		
24	Extension Wire 6 meters (4 sockets, heavy duty)	2	pcs		
	PR-2025-06-070 (ORD-ALL SECTIONS) - Office Supplies				
25	Cloth Duct Tape (2 inches Heavy Duty), black	3	piece		
26	Duct tape (2x25yd), black	6	pc		
27	Duct Tape, 1 inch, color black or blue	5	piece		
28	Duct Tape 2" black (200m)	10	roll		
29	Tape, Double Adhesive with foam 24mm x 5m, construction	10	pc		
30	Tape (double adhesive) with foam (3/4"), construction	12	pc		
31	Double-sided tape,Big, 1.5 inch thick (white)	16	pc		
32	Tape, Double Adhesive, 1 inch, color:white	5	roll		
33	Tape, Double Adhesive, 2 inch, color:white	5	roll		
34	Masking tape 2", transparent	6	pc		
35	Packing Tape 2", transparent	6	pc		
36	Tape, Masking, 24mm, 50 meters	15	roll		
37	Tape, Masking, 48mm, 50 meters	10	roll		
38	Tape, Transparent - 1 inch	10	roll		
39	Tape, Transparent - 2 inch	5	roll		
40	Tape, Transparent - 3 inch	8	roll		
41	Tape, Packaging 48mm	5	roll		
42	Tape Dispenser, heavy duty, 1 inch	2	pc		
43	White Bond Paper - A4, 210mm x 297 (70 GSM), 5 ream/box	50	box		
44	White Bond Paper - Long, 216mm x 330mm (70GSM) 5 ream/box	50	box		
45	White Bond Paper - A3, 297mm x 420mm(70GSM) 5 ream/box	5	box		
46	Bond paper -A4	2	box		
47	Bond Paper A4 80gsm, 200pcs/pack	30	pack		

48	Bond Paper (long), Substance 20	15	Ream		
49	Colored Paper A4 , assorted colors	1	ream		
50	A4 Paper Premium Sub. 20 Super white	25	Ream		
51	Photo Paper (A4) Pack of 20's, branded	35	Pack		
52	Paper, Notepad, (5"x3"), 100pcs/pad, Color: Yellow	3	pc		
53	Sticky Notes ("Sign Here"), assorted color	4	pad		
54	Sticky Notes "Sign Here" etc., assorted colors	100	pack		
55	Sticker Paper 8 1/4, assorted colors	12	unit		
56	Sticker paper (Neon Green), 2x3	15	pack		
57	Notepad (dog tag type) (1x3") stick-on	25	pad		
58	Notepad (stick on, 3x3, assorted colors)	39	pad		
59	Notepad (stick on)(76mmx76mm), assorted colors	24	pads		
60	Notepad (4"Wx6"H) stick-on	24	pads		
61	Notepad (2), white writing pad	6	pads		
62	Paper, Notepad, Stick On, 3x4 inches	15	pads		
63	Paper, Notepad, Stick On, 2x3 inches, 100 pcs/pad, color:assorted	15	pads		
64	Staple wire (3mm)	5	box		
65	Stapler Long Arm for Bookbinding	2	pc		
66	Staple Wire (FAHD -3LS), standard, No. 35	51	box		
67	Stapler , Heavy Duty, with stapler remover	2	pc		
68	Stapler Standard (with stapler remover at the side) large, #35	14	unit		
69	Tissue, Interfolded paper towels	24	box		
70	Highlighter pen (assorted color)	10	pc		
71	Highlighter/Textliner (Yellow)	10	pc		
72	Marker(Permanent, Chisel Type), black	22	pc		
73	Marker, Permanent, chisel type, blue, broad	5	pc		
74	Fine Whiteboard marker, blue	5	pcs		

75	Fine Whiteboard marker, Red	5	pcs		
76	Fine Whiteboard marker, Black	5	pcs		
77	Stamp pad violet	1	pc		
78	Date Stamp (Small)	2	pc		
79	Date Stamp, 5mm, 12 years	3	pc		
80	Date Stamp, 4mm, 12 years	3	pc		
81	Stamp Pad no. 1	3	box		
82	FILE TAB DIVIDER, bristol board, for legal	27	set		
83	INDEX TAB, self-adhesive, transparent	12	box		
84	CLEARBOOK, 10 transparent pockets A4 Size refill, 11 holes	24	pack		
85	Archfile Binder, Blue, long, (knocked down side clip with DPWH logo, long)	274	pc		
86	Nylon cable tie (zip tie) 8inches	12	pack		
87	Nylon cable tie (zip tie) 12inches	12	pack		
88	oil blend 10ml, Lemon, Peppermint ,Citrus	15	bottle		
89	Ballpen, 0.5, (Blue) per box	50	box		
90	Ballpen, 0.5, (Black) per box	50	box		
91	Ballpen BL-G2-7-L, 12 pcs. Per box (Black)	30	box		
92	Ballpen BL-G2-7-L, 12 pcs. Per box (Blue)	40	box		
93	Ballpen BL-G2-7-(refill) Blue	20	box		
94	Sign Pen (Fine Line) - 0.7, 12 pcs. Per Box (BLUE)	50	box		
95	Ballpen (finepoint, blue, 0.5mm with rubber grip, black)	190	pc.		
96	Ballpen (finepoint, blue, 0.5mm with rubber grip, blue)	190	pc.		
97	Ballpen (gel type) 1.0 (blue)	150	pc.		
98	Ballpen (push type, blue)	120	pc		
99	Sign pen blue with grip and retractable 0.7mm	20	pc		
100	Sign pen black with grip and retractable 0.7mm	12	pc		
101	Retractable Ball Pen - 0.5mm (blue) 12 pcs. Per box	3	box		

102	Ballpen 0.4mm, gel type (Black) 12pcs in a box	40	box		
103	Ballpen 0.5mm gel type,(Black) refill	60	pcs		
104	Ballpen 0.4mm gel type (Black) 12pcs in a box	40	box		
105	Ballpen 0.5mm gel type (Blue) refill	60	pcs		
106	Fine tech RT 0.3mm Smooth writing pen (Black)	50	pcs		
107	Fine tech RT 0.3mm Smooth writing pen (Blue)	50	pcs		
108	Fine tech RT 0.3mm Smooth writing pen (Red)	50	pcs		
109	Binder Clip 1"	10	box		
110	Binder Clip 2"	10	box		
111	Binder Clip 1 1/2"	10	box		
112	Paper Clamp, 3/4 inch, (12pcs./box)	5	box		
113	Paper Clamp, 1 inch, (12pcs./box)	5	box		
114	Paper Clamp, 1 1/2 inch, (12pcs./box)	5	box		
115	Correction Tape (whiper) 5mm(W), 6-8mm (L)	150	pc		
116	Correction tape, 5mm width, 6m length min. disposable	120	pc		
117	Envelope (Brown Long)	150	pc		
118	Folder (Brown)100pcs/pack	50	pc		
119	Expanding Brown Envelope (A4)	25	piece		
120	Expanded Folder colored or Pressboard folder Long, Blue	200	piece		
121	Earphones, branded	1	pc		
122	White Folder - Long	200	piece		
123	External Hard Drive, 1TB, 2.5 HDD USB 3.0 Shock Proof	3	pc		
124	Fix Ballpen Holder, heavy duty	9	pc		
125	Flash drive (32GB) plug and play, with OTG type C, USB 3.0, branded	29	pc		
126	Flash drive (32GB), USB 3.0	5	piece		
127	Flash drive (64GB) plug and play (5 years warranty)	44	pc		
128	Glue Gun (big), heavy duty	1	pc		

129	Glue (instant) extra strength 25gms.	6	pc.		
130	Stick Glue, small, clear	3	pack		
131	Stick Glue, (for big glue gun)	1	dozen		
132	KF94 Mask 10pcs/pack, (color white or black)	15	pack		
133	Laminating Machine, heavy duty	1	pc		
134	Laminating Film (roll. 9inchesx 50m, 250mic clear)	2	roll		
135	Mouse Pad with gel wrist support	3	pc		
136	Paper Clip, vinyl coated, 33mm	15	box		
137	Paper Clip, vinyl coated, 50mm	5	box		
138	Paper Clip, Vinyl Coated - Jumbo (No. 50)	10	box		
139	Paper Fastener, Vinyl Coated, 70mm, standard size	8	box		
140	Paper Fastener, Vinyl Coated, long size	5	box		
141	Puncher (heavy duty) No. 75 XL	1	pc		
142	Puncher with ruler guide	4	pc		
143	Heavy duty Puncher	3	pc		
144	PVC Cover (A4)	1	ream		
145	Acetate, (100pcs/pack, clear type, for OHP/PPC 210 mm x 297mm, A4)	1	pack		
146	9 in 1 stainless steel mesh pen and supplies holder desk	6	unit		
147	Record Book, 300 pages, cover: blue and white cover	30	pc		
148	Record Book 500 pages,smyth sewn, 214x2778mm min (large)	35	piece		
149	Rubber Band, big, thick, 350g per box	6	box		
150	Scissor, Heavy Duty, 6 inches (stainless)	2	pc		
151	Scissor, Heavy Duty (stainless)	10	pc		
152	Thumbtacks	5	box		
153	zip lock cellophane (plastic) 500pcs/pack, 9" x 12"	10	pack		
154	Rainbow Pad Paper(215mmx330mm 80 leaves)	5	pad		
155	Correction Tape (whiper)	50	piece		

156	Correction tape, 5mm width, 6m length min. disposable	50	piece	
157	Correction Tape, whiper, white, WH-605, MR-5	30	piece	
158	Pencil, lead w/ eraser, 12 pcs per box, No. 2	9	box	
159	Pencil, lead w/ eraser, one (1) dozen per box	1	box	
160	Heavyduty eraser	10	pc	
161	Calculator, 14 digit, big display	2	piece	
162	Mailing Envelope 9.5 inches x 4inches, white	50	pc	
163	Ruler (Assorted color) 12inches	15	pc	
164	File box organizer	50	pc	
165	Stainless Heavy duty cutter	10	pc	
	****Nothing Follows****			
	<i>For use of the Office of the Regional Director - PIO, Procurement, IT, RD, ICTS and ARD Staff (1st and 2nd Quarter FY 2025), DPWH Regional Office XII, Koronadal City</i>			
	The awarding for this RFQ will be on lump-sum basis.			
	Prospective Suppliers must quote for all of the items			
	Otherwise, they will be subjected for disqualification			
Brand and Model:				
Delivery Period:				
After having carefully read and accepted your General Conditions, I/we quote you on the item/s at prices quote above. If the space of Delivery Period, Warranty Period and Price Validity are left blanks, it means that I concur with the Terms and Conditions specified by DPWH.				
Warranty Period: _____ Price Validity: _____				
Printed Name / Signature / Date _____				
Tel. No. : (083)228-3908 email address: dwhr12.procurement@gmail.com Regional Procurement Unit/BAC Secretariat, DPWH Region XII				