



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**SURIGAO DEL NORTE 1<sup>ST</sup> DISTRICT ENGINEERING OFFICE**  
Dapa, Siargao Island, Surigao del Norte, Region XIII



Name of Procuring Entity	: DPWH Surigao del Norte 1st DEO	Purchase Request No.:	2025-02-0016
Revised on	:	Date:	Feb. 14, 2025
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End-User:	MAINTENANCE SECTION
Mode of Procurement	: Sec. 52.1(b) SHOPPING'		
COMPANY NAME	:		
ADDRESS	:		
TEL. NO./FAX NO.	:	TIN No.:	

Please quote your lowest price on the item/s listed below, subject to the General Conditions stated below and submit your quotation duly signed by your representative not later than 9:30 am of MAR 04 2025 in the return envelope (SEALED) attached herewith to the BAC Secretariat, Surigao del Norte 1st District Engineering Office, Dapa, Siargao Island, Surigao del Norte.

**TERMS and CONDITIONS:**

- 1) All entries must be typewritten or legibly written
- 2) Delivery period within **30 CD** 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.
- 3) Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for Equipment; 3 years I.T. Equipment from date of acceptance by the end-user
- 4) Price Validity shall be for a period of 60 Calendar Days
- 5) PhilGEPs Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of quotation
- 6) Bidders shall submit original **BROCHURES** showing certification of the product, if applicable
- 7) Please indicate the **BRAND** for each items being offered
- 8) The Approved Budget Ceiling (ABC) for this procurement is Php 174,155.00
- 9) Bids submitted thru Mail or Fax will not be accepted.

  
**QUINTINIANO C. ARMENDAREZ, JR.**  
BAC Chairperson

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.

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Archive Folder with DPWH Logo	50	pcs		
2	Bond Paper A3	25	ream		
3	Ballpen Blue	10	box		
4	Ballpen Black	10	box		
5	Paper, Multipurpose (Copy) A4, 70gsm	150	ream		
6	Paper, Multipurpose (Copy) Legal, 70gsm	50	ream		
7	Brown Envelope Long	50	doz		
8	Folder White A4 14pts 100pcs	10	doz		
9	Folder White Long 14pts 100pcs	10	doz		
10	Sign Pen, black, liquid/gel ink, 0.5mm needle tip, 12pcs/box	10	box		
11	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip, 12pcs/box	10	box		
12	Stapler with remover, standard type (heavy duty)	5	pcs		
13	Record Book, 500pages, size 214mmx278mm min	5	pcs		
14	Staple wire, standard (26/6) #35, 500/box	30	box		
15	Engineer's Field Book	1	pcs		
16	Correction Tape, roller, 10 meters	15	roll		
17	Fastener, plastic, 70mm between prongs vinyl coated	15	box		
18	Scotch Tape 1"	15	roll		
**continue next page**					

<b>Purpose:</b>	COMMON OFFICE SUPPLIES FOR MAINTENANCE SECTION USE	
	<b>Total Amount:</b>	

**Total Amount in Words:**

Brand Name and Model : _____	Warranty _____
Delivery Period : _____	Price Validity _____
Place of Delivery : <u>To be delivered at DPWH, Surigao del Norte 1st DEO, Dapa, SDN</u>	Terms of Payment : Cash on Delivery NOT applicable

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices noted above. If the space for Delivery Period, Warranty and Prices Validity are left blank, it means that I concur with the Terms and Condition specified by DPWH.

Tel.No. _____	
Email Address: <u>dpwhsurigaodelnorte1st@gmail.com</u>	Printed Name/Signature _____
	Tel. No./Cellphone No./Email Address _____



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19	Pencil, led w/ eraser, wood, caed, hardness: HB (high quality)	15	box		
20	Scotch Tape 2"	15	roll		
21	Scissors, symmetrical, blade length: 65mm min 5-6" (high quality)	5	pcs		
22	Binder Clip blk 2	30	box		
23	Sticky Note 1/8	15	pad		
24	High Lighter (yellow 7pcs, orange 7pcs, green 6pcs)	15	pcs		
25	Photo Paper , premium glossy	25	pack		
26	White Board (1.5'x2') including frame	5	pcs		
27	Eraser for Whiteboard	5	pcs		
28	Whiteboard marker-black	2	box		
29	Double Sided Tape w/Foam	15	roll		
30	Glue All Purpose, gross weight: 200grams min	5	btls		
31	White Envelope long (mailing)	5	box		
	x-x-x-x-x-x-x-x				

**Purpose:** COMMON OFFICE SUPPLIES FOR MAINTENANCE SECTION USE

**Total Amount:**

**Total Amount in Words:**

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Delivery Period :		Price Validity	
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Tel.No. \_\_\_\_\_  
Email Address: [dpwhsurigaodelnorte1st@gmail.com](mailto:dpwhsurigaodelnorte1st@gmail.com)

Printed Name/Signature: \_\_\_\_\_

Tel. No./Cellphone No./Email Address