



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



Name of Procuring Entity	: DPWH Surigao del Norte 1st DEO	Purchase Request No.:	2025-02-0022
Revised on	:	Date:	February 26, 2025
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End-User:	ADMINISTRATIVE 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 March 11, 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 56,606.00
- 9) Bids submitted thru Mail or Fax will not be accepted.

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DEMILYN M. CASTRENCE
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	20	pcs		
2	Clip, Backfold, all metal, clamping 32mm	3	box		
3	Stapler with Remover, standard type	2	unit		
4	Puncher, Heavy Duty	2	unit		
5	Scissor, symmetrical, blade length: 65mm min	2	piece		
6	Sign Pe Black, liquid /gel ink, 0.5mm	3	dozen		
7	Sign Pe Blue, liquid /gel ink, 0.5mm	3	dozen		
8	Sticker Paper, A4 Glossy	5	pack		
9	Sticky Note	3	pad		
10	Pencil, High Quality	2	box		
11	Correction Tape, roller type, 5 meters	10	piece		
12	Scotch Tape-1"	2	roll		
13	Scotch Tape-2"	2	roll		
14	Ballpen, Black High quality	3	box		
15	Ballpen, Blue High quality	1	box		
16	Stamp Pad Ink, Black & Blue	1	bottle		
17	PAPER, Multi-Purpose (COPY) A4, 70 gsm	30	ream		
18	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	10	ream		
continue next page					

Purpose:

Total Amount:

Total Amount in Words:

Brand Name and Model :	Warranty
Delivery Period :	Price Validity
Place of Delivery :	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: dpwhsurigaodelnorte1st@gmail.com

Printed Name/Signature

Tel. No./Cellphone No./Email Address



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DEMILYN M. CASTRENCE
BAC Chairperson

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
19	Record Book, 500pages, size: 214mm x 278mm min	5	piece		
20	Folder White A4	6	dozen		
21	Fastener, vinyl coated	5	box		
22	Brown Envelope A4	6	dozen		
23	Brown Envelope Long	6	dozen		
24	Folder White Long	6	dozen		
25	Philippine National Flag Standard Size	4	piece		
26	Philippine National Flag (Medium size for outdoor)	4	piece		
27	BATTERY Dry Cell, AAA 2pcs per blister pack	24	pack		
28	BATTERY Dry Cell, AA 2pcs per blister pack	14	pack		
29	BATTERY Dry Cell, 9V alkaline (for metal detector)	6	pack		
30	Double Sided Tape (thick)	10	roll		
31	Double Sided Tape (thin)	10	roll		
32	Photopaper, Premium Glossy	5	pack		
33	Tape, Masking, width: 24mm (±1mm)	5	roll		
34	Tape, Packaging, width: 48mm (±1mm)	5	roll		
x-x-x-x-x-x-x-x					

Purpose: Common Office Supplies for the use of Supply & Property, General Services Unit & PIO Staff (1st qtr 2025)

Total Amount:

Total Amount in Words:

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

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Tel.No. _____
Email Address: dpwhsurigaodelnorte1st@gmail.com

Printed Name/Signature

Tel. No./Cellphone No./Email Address