

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CEBU 3RD
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE VII
Ibo, Toledo City, Cebu

Name of Procuring Entity: **DPWH Cebu 3rd DEO** Request for Quotation (P.R. No.): **2025-03-0020**

Revised on: RFQ Date: **03/21/2025**

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, subject to the **Terms and Conditions** stated below and **submit** your quotation duly signed by your representative not later than **10:00 A.M. of March 25, 2025** in a sealed envelope to the BAC Secretariat, Cebu 3rd DEO, Toledo City, Cebu. Quotations submitted through Electronic/Courier Mails **will not be accepted**. **Opening of Bids** is at **10:30 A.M., March 25, 2025**. The procurement of goods listed below - are intended for use in Maintenance Section under **SARO Nos.: ROUTINE MAINTENANCE 2025**.

D.O. 34 series of 2020 Basic Hygiene, Workplace Sanitation and Social Distancing Measures to be Observed in the Workplace requires visitors must have **confirmed appointments** in the Procurement Unit, advising interested suppliers to fill out the DPWH Cebu 3rd Visitor Health Declaration Form at <https://forms.gle/pEBZ6BraMPcSfa8VA> one day before the appointment date.

Supply transaction of said goods will be in coordination with the Supply Unit and/or End User of this office.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **30 calendar 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.
3. 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.
4. Price validity shall be for a period of One Hundred Twenty (120) calendar days.
5. Bidders shall submit the Original copy of **PhilGEPS Registration Number** & **Mayor's/Business Permit** for authentication and the Certified True Copies of these documents shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product.
7. Please indicate the brand for each items being offered.
8. The total approved budget ceiling for this procurement is **Php 719,734.98**


REYNALDO V. NAVALES, D.P.A., ASEAN Eng.

BAC Chairman

Item No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Paper, Multi-Purpose (COPY) A4, 100 gsm	50	ream		
2	Paper, Multi-Purpose (COPY) A4, 80 gsm	100	ream		
3	Paper, Multi-Purpose (COPY) A3, 100 gsm	20	ream		
4	Paper, Multi-Purpose (COPY) A3, 80 gsm	50	ream		
5	Tracing paper Myler A2	5	roll		
6	Battery dry cell, AA, 2 pcs/ blister pack	50	pack		
7	Battery dry cell, AAA, 2 pcs/ blister pack	50	pack		
8	Heavyduty Binding Machine	1	unit		
9	Correction Tape (Refillable)	50	pc		
10	Calculator Scientific	5	pc		
11	Calculator 12 Digits	6	pc		
12	Data File Folder, A4 side Mechanism w/DPWH logo	100	pc		
13	Storage Box w/ DPWH Logo	100	pc		
14	Equipment Log Book (Yellow Book)	50	pc		
15	Heavy Duty Stapler (hd-50df)	10	pc		
16	Tape, transparent 1inch, 50 meters	25	pc		
17	Tape, transparent 48mm, 50 meters	25	pc		
18	Tape, Packaging, with: 48mm (1mm)	30	pc		
19	Masking Tape 2inch	15	pc		
20	Double Sided Tape 1inch	30	pc		
21	Double Sided Tape 1/2 inch	15	pc		
22	Wireless Keyboard w/ Mouse	10	set		

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Item No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
23	8 GB USB	10	pc		
24	16 GB USB	30	pc		
25	Hard Drive 1TB	20	pc		
26	Memory Card (256 GB)	10	pc		
27	Staple Remover Plier Type	15	pc		
28	Sticky Notes "Please Sign Her" Semi-Transparent-Self Adhesive, 125 sheet/pack	50	pack		
29	Sticky Notes 3x3' 5 neon colors	50	pad		
30	Metal handle hobby cutter craft w/ 6pcs blade	15	pc		
31	Paper Clip 50mm	10	box		
32	Binder Clip 2"	20	box		
33	Binder Clip 1 5/2"	50	box		
34	Binder Clip 1 1/4"	20	box		
35	Binder Clip 1"	20	box		
36	PVC Cover - A4 30mm thck	5	pc		
37	Heavy Duty Puncher (Punch No. 75XL)	10	unit		
38	ID Puncher (Rectangular)	2	pc		
39	Glossy Label Sticker 150GSM A4	50	pack		
40	Seagull Clear Sheet Protector JC305A (100pcs / 1 pack)	5	pack		
41	Laminating Film A3 Size (250MIC)(100 sheets/ream)	5	ream		
42	Laminating Film A4 Size (250MIC)(100 sheets/ream)	6	ream		
43	Double Sided Heavy Duty Adhesive Tape (w-15 mm, thick-3mm)	50	roll		
44	Double Sided Heavy Duty Adhesive Tape (w-18 mm, thick-3mm)	50	roll		
45	Double Sided Heavy Duty Adhesive Tape (w-30 mm, thick-3mm)	50	roll		
46	Heavy Duty Electric Pencil Sharpener	2	unit		
47	WhiteBoard with stand L:1.5ft,45cm W:2ft,60cm	10	pc		
48	WhiteBoard Marker Pen Big Nib 10mm (REFILLABLE)	50	pc		
49	Comb Binding Ring, 22mm, A4, color: Blue	60	pc		
50	Comb Binding Ring, 25mm, A4, color: Blue	60	pc		
51	Comb Binding Ring, 50mm, A4, color: Blue	60	pc		
	xxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxx				
TOTAL					

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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.

APPROVED FOR POSTING:


ALAN A. ALLOSO
District Public Information Officer

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/we concur with the Terms and Conditions specified by DPWH.

Printed Name of Authorized Representative / Signature / Date