



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

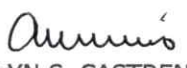


Name of Procuring Entity	: DPWH Surigao del Norte 1st DEO	Purchase Request No.:	2025-07-0074
Revised on	:	Date:	07-Jul-25
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End-User:	PROCUREMENT UNIT
Mode of Procurement	: Sec.52. 1(b) SHOPPING		
COMPANY NAME	:		
ADDRESS	:		
TEL. NO./FAX NO.	:	TIN No.:	

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 **09:30 am on July 22, 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 **114,340.00**
- 9) Bids submitted thru Mail or Fax will not be accepted.


DEMILYN S. 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 with DPWH Logo	100	piece		
2	Battery, dry cell, AAA, 2pcs per blister pack	10	pack		
3	Bond Paper, subs 20 A4	150	ream		
4	Bond Paper, A3, 297mm x 420mm	2	ream		
5	Brown Envelope, Long	2	dozen		
6	Brown Envelope, A4	3	dozen		
7	Ballpen, Black	3	box		
8	Correction Tape, Film base type, UL 6m min	20	piece		
9	Double Sided Tape w/o foam	5	roll		
10	Envelope, Mailing White	5	box		
11	Fastener, vinyl coated	10	box		
12	Folder White, Long, 14pts, 100pcs	1	ream		
13	Record Book, 500pages	5	piece		
14	Stapler w/ Remover	5	piece		
15	Staple Wire 10mm	2	box		
16	Staple Wire #35	10	box		
17	Sign Pen, Black, liquid/gel ink. 0.5mm	3	box		
	X-X-X-X-X				

Purpose: Common Office Supplies use for Procurement Unit

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

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

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

Printed Name/Signature

Tel. No./Cellphone No./Email Address