



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.	: 2025-07-0078
Revised on	:	Date:	: 11-Jul-25
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End-User:	: FINANCE 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 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 Php 303,080.00
- 9) Bids submitted thru Mail or Fax will not be accepted.

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 w/ DPWH Logo	300	piece		
2	Bond Paper A3, 297mmx420mm	5	ream		
3	Paper Multi Purpose (COPY) A4, 70 gsm	150	ream		
4	Paper Multi Purpose (COPY) Legal, 70 gsm	30	ream		
5	Ballpen, Black Acroball M Series 0.7	20	pcs		
6	Ballpen, Blue Acroball M Series 0.7	20	pcs		
7	Ballpen, Black Acroball M Series 0.7 refill BRV10F	20	pcs		
8	Ballpen, Blue Acroball M Series 0.7 refill BRV10F	20	pcs		
9	Ballpen, Black Acroball M Series 0.3	20	pcs		
10	Ballpen, Blue Acroball M Series 0.3	20	pcs		
11	Ballpen, Black Acroball M Series 0.3 refill BRV10F	20	pcs		
12	Ballpen, Blue Acroball M Series 0.3 refill BRV10F	20	pcs		
13	Sign Pen, Black, liquid/gel ink, 0.5mm	4	box		
14	Sign Pen, Blue, liquid/gel ink, 0.5mm	4	box		
15	Sign Pen, Green, liquid/gel ink, 0.5mm	4	box		
16	Sign Pen, Black, liquid/gel ink, 0.3mm	6	box		
17	Sign Pen, Blue, liquid/gel ink, 0.3mm	6	box		
18	Sign Pen, Green, liquid/gel ink, 0.3mm	6	box		
19	Correction Tape, roller type, 8 meters	40	piece		
20	Double Sided Tape w/Glider	30	roll		
	continue next page				

Purpose: Common Office Supplies use for Finance Section

Total Amount:

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 applicat

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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21	Large Capacity Glue (BallPen Type) Quick Drying Adhesive	20	piece		
22	E7000 Multi-Purpose Adhesive Glue 110ml	6	piece		
23	Battery, dry cell, AA, 2pcs per blister pack	7	pack		
24	Battery, dry cell, AAA, 2pcs per blister pack	7	pack		
25	Calculator Compact, Electronic, 12 digits	5	piece		
26	Self-Inking Numbering Stamp 13 digits 4mm	4	piece		
27	Photo Paper RC Satin Premium A4 260GSM	10	pack		
28	Photo Top 5 packs Glitter / 5 packs Matte A4	10	pack		
29	Photo Paper 115 gsm 100's/pack	3	pack		
30	Fastener, vinyl coated	20	box		
31	Scotch Tape 1"	12	roll		
32	Scotch Tape 2"	12	roll		
33	TAPE Masking 1"	12	roll		
34	Double Sided Tape w/o Foam 1"	12	roll		
35	Double Sided Tape with Foam 1"	12	roll		
36	Double sided tape clear (Nano Tape)	12	roll		
37	Staple Wire #35, 5000s/box	10	box		
38	Sticky Note with lines	30	pad		
39	Binder Clip 1"	6	box		
40	Binder Clip 1 1/2"	6	box		
41	OTG Flash Drive USB to Type C 64GB	15	piece		

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

Printed Name/Signature

Tel. No./Cellphone No./Email Address