



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.:	2025-07-0081
Revised on	:	Date:	11-Jul-25
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 09:30 am of 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 51,360.00
- 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	Alcohol, ethyl, 68-70%, scented, 500ml (-5ml)	24	bottle		
2	Paper, Multi-Purpose (COPY) Legal, 70gsm	30	ream		
20	Paper, Multi-Purpose (COPY) A4, 70gsm	40	ream		
4	Ball Pen, Black high quality	1	box		
5	Ball Pen, Blue high quality	1	box		
6	Archive Folder with DPWH Logo	20	piece		
7	Puncher, Heavy Duty	2	unit		
8	Envelope, Mailing White	2	ream		
9	Eraser(Staedler)	10	piece		
10	Expanded Folder, Long (Color Green)	5	dozen		
11	Folder White Long	5	bottle		
12	Epson L3310-Black 003	12	bottle		
13	Glue, all purpose, gross weight: 200 grams	12	bottle		
14	Rubber Eraser, high quality	12	piece		
15	Brown Envelope Long	10	dozen		
	X-X-X-X-X				
Purpose: For Human Resource Management Development Unit, Admin. Section use				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