



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE XIII
J. Rosales Avenue, Butuan City

Name of Procuring Entity : DPWH R.O. XIII, Butuan City Request for Quotation (P.R. No.) : 2025-05-210
Revised on : Date : May 22, 2025 ABC : Php 162,514.00
Standard Form/Title : REQUEST FOR QUOTATION Office /End-user : Maintenance Division

COMPANY NAME :

ADDRESS :

TEL. NO./FAX NO. :

TIN :

Please submit your quotation for the item/s listed below, subject to the Terms and Conditions hereof, which may be submitted in person or thru registered mail not later than 10:00 A.M. of MAY 30 2025 in a sealed or open envelope duly signed by the firm's owner or authorized representative, to the BAC Secretariat for Goods, DPWH Regional Office XIII, J. Rosales Avenue, Butuan City.

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within _____ Cal. Days upon receipt of the approved funded Purchase Order (PO) Administrative penalties pursuant to Sec.69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- 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.
- Price validity shall be for a period of sixty (60) calendar days.
- PhilGEPS Registration Number, certified true copy of Mayor's Permit and DTI or SEC shall be attached upon submission of the quotation.
- Certified true copy of Income/Business Tax Return for ABC Php500K & above and Notarized Omnibus Sworn of Statement for ABC Php50K & above shall be submitted before the award of Purchase Order (PO) for Small Value Procurement (Sect. 53.9 of the Revised IRR-RA9184).
- The DPWH reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.


JOEY D. GINGANE
Chief, Administrative Division
BAC-Chairperson

1st extension : _____
2nd extension : _____
3rd extension : _____

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ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Acetate/transparency Film, A4, clear, 200micron, 100pcs/pack	10	pack		
2	Acetate/transparency Film, legal, clear, 200micron, 100pcs/pack	10	pack		
3	Ballpen, black, 12's/box	20	box		
4	Ballpen, blue, 12's/box	20	box		
5	CD-DVD Marker Pen, with cap, 0.60mm, black, extra fine-tip, 12pcs/box	1	box		
6	CLIP, backfold/Binder Clip, 19mm, 12pcs/box	20	box		
7	CLIP, backfold/Binder Clip, 25mm, 12pcs/box	20	box		
8	CLIP, backfold/Binder Clip, 32mm, 12pcs/box	20	box		
9	CLIP, backfold/Binder Clip, 50mm, 12pcs/box	20	box		
10	CLIP, backfold, 2 inch, 12pcs/box	20	box		
11	Engineer's Field Book	40	pc		
12	Envelope, Documentary for A4 size document, 500pcs/box	1	box		
13	Envelope, Documentary for Legal size document, 500pcs/box	1	box		
14	Envelope, expanding, garter string, Legal size, 100pcs/box	1	box		
15	Envelope, mailing, ordinary long, 500pcs/box	1	box		
16	Eraser for Ink Pen	20	pcs		
17	Fastener, for paper, plastic coated 70mm, 50 sets/box	30	box		
18	Fastener, for paper, plastic coated, 8.5 inches, 50sets/box	30	box		
19	Folder, expanding, legal size, 100pcs/pack	1	pack		
20	Folder, expanding with tab. legal size, green	100	pcs		
21	Glue, multi-purpose, 130 grms min	4	jar		
22	Ink, Marker, permanent, black	2	btls		
23	Ink, Marker, permanent, blue	2	btls		
24	Ink, Self-inking Stamp, black	4	btls		
25	Marker, permanent, bullet tip, black	5	pcs		
26	Marker, permanent, bullet tip, blue	5	pcs		
27	Paper Multicopy, 80gsm, A3 size	30	rms		
28	Push pin, hammer head type, assorted colors, 100pcs/case	1	case		
29	Record Book, 300 pages size 17.2cm x 28.5cm	30	book		
30	Record Book, 500 pages size 17.2cm x 28.5cm	30	book		
31	Record Book, official record, 300 pages size 8.5in x 11 inches	30	book		
32	Record Book, official record, 500 pages size 8.5in x 11 inches	30	book		
33	Ring Binder, Plastic, no. 1 x 44"	10	pcs		
34	Ring Binder, Plastic, no. 1/2 x 44"	10	pcs		
35	Ring Binder, Plastic, no. 1 1/2 x 44"	10	pcs		
36	Ring Binder, Plastic, no. 2 x 44"	10	pcs		
37	Rubber Band, 70mm min lay flat length (#18)	2	box		
38	Ruler, Plastic, 12 inches, 1 pc in individual plastic	2	pcs		
39	Self-inking mini dater, S-300	1	pcs		
40	Signpen, black, 0.5mm, 12pcs/box	40	box		
41	Signpen, blue, 0.5mm, 12pcs/box	40	box		

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[illegible]

Purpose: Purchase of various office supplies for 1st & 2nd Qtr. CY-2025, Maint. Div.

Please specify brand names & model, if applicable.

Brand :

Model :

Warranty :

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 concur with the Term and Conditions specified by DPWH.

Tel. No.: 975-9174

Telefax No.: 975-9174

c/o Procurement Staff

email: bac_r13@dpwhnet.gov.ph

Signature over Printed Name / Date

Tel. No. / Cellphone No. / E-mail Address