

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**BOHOL III**  
**DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE VII  
Sawang, Guindulman, Bohol



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DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**BOHOL III**  
**DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE VII  
Sawang, Guindulman, Bohol

Name of Procuring Entity : DPWH, Bohol 3rd DEO Request for Quotation (P.R. No.) : 24-11-0153  
Revised on : Date : 11/14/24

Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : Administrative Section

**COMPANY NAME** : \_\_\_\_\_ Mode of Procurement: Shopping  
**ADDRESS** : \_\_\_\_\_  
**TEL. NO./FAX No.** : \_\_\_\_\_ TIN : \_\_\_\_\_

Please quote your lowest price on the item(s) listed below, 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 \_\_\_\_\_ in the return envelope attached herewith, to the DPWH Bohol 3rd District Engineering Office, Guindulman, Bohol

**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 year for Equipment; 3 years IT Equipment from date of acceptance by the end-user. Warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration Certificate/Mayor's Permit.
6. Bidders shall submit original brochures showing certifications of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **PHP985,666.17**

**JUANITO A. OLAÑO**  
BAC Chairman

Item No.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Common Office Supplies</b>				
24	Envelope brown (long)	360	pcs		
25	Engineer's Field Book	20	pcs		
26	Envelope Expandable (assorted) with garter	205	pcs		
27	Envelope Expandable (blue) with garter	80	pcs		
28	Envelope Expandable (blue) with garter	60	pcs		
29	Envelope LONG plastic (CLEAR)	50	pcs		
30	Finger Moisturizer	10	pcs		
31	Folder Expandable (yellow)	100	pcs		
32	Folder Expandable (blue)	50	pcs		
33	Folder Expandable (orange)	50	pcs		
34	Folder Expandable (white)	300	pcs		
35	Folder Long (white) Ordinary	1140	pcs		
36	Folder Long (green) Ordinary	80	pcs		
37	Folder Long (blue) Ordinary	80	pcs		
38	Glue (Big)	12	pcs		
39	Highlighter (assorted colors)	30	pcs		
40	Highlighter (orange)	15	pcs		
41	Highlighter (yellow)	15	pcs		
42	Notebook 102x152mm	30	pcs		
43	Paper Fastener HD	81	pcs		
44	Paper Clip 50mm	52	box		
45	Paper Clip 31mm	15	box		
46	Pencil #2	32	box		
	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.			<b>TOTAL</b>	

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 concur with the Terms and Conditions specified by DPWH.

Printed Name / Signature / Date



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BAC Chairman

Item No.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Common Office Supplies</b>				
47	Pencil Eraser	20	pcs		
48	Pentel Pen Broad Black	28	pcs		
49	Pentel Pen Refill Ink	5	pcs		
50	Picture Frame A4	5	pcs		
51	Photopaper A4	40	pack		
52	Plastic Storage Box (white)	10	pcs		
53	Plastic Storage Box (black) 55L	1	pcs		
54	Puncher HD	14	pcs		
55	Refill 0.7 V7RT, BLACK	8	box		
56	Refill 0.7 V7RT, BLUE	3	box		
57	Refill 0.5 V7RT, BLACK	3	box		
58	Refill 0.5 V7RT, BLUE	3	box		
59	Ruler, plastic 12 inches	3	pcs		
60	Stapler HD-50 Max	20	pcs		
61	Staple Wire #35	145	box		
62	Stamp Pad ink felt pad	2	pcs		
63	Stamp Pad ink refill	20	pcs		
64	Scissor Big	33	pcs		
65	Sign Pen (green) 0.4	2	box		
66	Sign Pen (black) 0.4	20	box		
67	Sign Pen (blue) 0.4	13	box		
68	Sign Pen (black) 0.5	10	box		
69	Sign Pen (blue)0.5	5	box		
70	Sign Pen (black)0.3	3	box		
	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.			<b>TOTAL</b>	

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