



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.): 24-11-523
Revised on: Date: November 05, 2024 ABC: Php 158,572.00
Standard Form/Title: REQUEST FOR QUOTATION Office /End-user : QAHD

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 **NOV 14 2024** 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 60 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 : _____

The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all the items. Otherwise they will be subjected for disqualification.

ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen black, 12's/box	15	box		
2	Ballpen blue, 12's/box	15	box		
3	CLIP, backfold, 32mm, 12pcs/box	6	box		
4	CLIP, backfold, 50mm, 12pcs/box	6	box		
5	Envelope, Documentary, for A4 size document, 500pcs/box, brown	2	box		
6	Envelope, Documentary, for legal size document, 500pcs/box,	2	box		
7	Envelope, mailing, ordinary long,, white, 500pcs/box	1	box		
8	Fastener for paper, plastic, 50 sets/box	25	box		
9	Folder, Tagboard, A4 size, 100 pcs per pack	3	pack		
10	Folder, Tagboard, Legal size, 100 pcs per pack	2	pack		
11	Glue, transparent, 300 grms	5	btl		
12	Glue, all purpose, 300 grms	5	btl		
13	Marker permanent, bullet type, black	20	pc		
14	Marker permanent, bullet type, blue	15	pc		
15	Marker whiteboard, bullet type, black	15	pc		
16	Marker whiteboard, bullet type, blue	15	pc		
17	Marker whiteboard, bullet type, red	15	pc		
18	Paper Clip, gem type, 32mm, 100 pcs per box	25	box		
19	Paper Clip, gem type, 48mm, 100 pcs per box	25	box		
20	Paper memeographing, legal size	15	rms		
21	Paper memeographing, short size	15	rms		
22	Fastener for paper, plastic, 8.5 inches	20	box		
23	Paper Copy, 70 gsm, A4 size	150	rms		
24	Paper Copy, 70 gsm, legal size	50	rms		
25	Paste, water well	3	pcs		
26	Puncher, paper, heavy duty	3	pc		
27	Record Book, Official Record Book, 300 pages	100	book		
28	Record Book, Official Record Book, 500 pages	75	book		
29	Rubber band, 70mm min lay flat length (#18)	4	box		
30	Signpen, refill, black, 0.5 mm	25	box		
31	Signpen, refill,blue, 0.5 mm	25	box		
32	Signpen, refill, black, 0.4 mm	25	box		
33	Signpen, refill,blue, 0.4 mm	25	box		
34	Signpen, black, 0.5 mm	50	box		
35	Signpen, blue, 0.5 mm	50	box		
36	Signpen, black, 0.4 mm	10	box		
37	Signpen, blue, 0.4 mm	10	box		
38	Stamp pad felt pad, min 60mm x 100mm	2	pc		
39	Staple Wire, standard, no. 35	50	box		
40	Stapler with Remover No.35	4	box		

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