



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.): 24-11-527  
Revised on : Date : November 12, 2024 ABC: Php 100,714.00  
Standard Form/Title : REQUEST FOR QUOTATION Office /End-user : ROWALD

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 21 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 30 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	Disinfectant spray, aerosol type, 400-550grams	2	can		
2	Fastener, for Paper, plastic, 50 set/box	5	box		
3	Staple Remover, plier type	4	pc		
4	Push Pin	5	pack		
5	Tape, Transparent, 48mm, 50mtrs	6	roll		
6	Tape, Packaging, 48mm, 50mtrs	6	roll		
7	Tape, Double Sided	8	roll		
8	Whiteboard, 8 1/2 x 11	6	pc		
9	Paper, Multicopy, 80gsm, A4 size	200	rms		
10	Battery, size AA, Alkaline, 2 pcs per blister pack	10	pack		
11	Battery, size AAA, Alkaline, 2 pcs per blister pack	10	pack		
12	Stapler No. 35 with Remover	3	pc		
13	Marker, whiteboard, bullet type, black	10	pc		
14	Marker, permanent, bullet type, black	10	pc		
15	Clip, backfold, all metal clamping, 19mm	20	box		
16	Clip, backfold, all metal clamping, 25mm	20	box		
17	Clip, backfold, all metal clamping, 51mm	40	box		
18	Document Box, with cover, 11.2" x 15.5" x 12.5"	25	pc		
19	Envelope, Mailing, 500pcs/box	1	box		
20	Note pad, stick-on (2"x3") 100 sheets per pad	20	pad		
21	Note pad, stick-on (2"x3") 100 sheets per pad	20	pad		

Purpose: For the use of Right of Way Acquisition & Legal Division, office supplies for the 3rd & 4th Qtr. CY-2024

Please specify brand names & model, if applicable.

Brand : \_\_\_\_\_

Warranty : \_\_\_\_\_

Model : \_\_\_\_\_

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