



Department of Public Works and Highways
OFFICE OF THE DISTRICT ENGINEER
Cagayan Third District Engineering Office
Tuguegarao City, Cagayan Valley, Region II



BAGONG PILIPINAS

| | | |
|---------------------------|---------------------------------------|---|
| Name of Procuring Entity: | DPWH-Cagayan Third Engineering Office | Request For Quotation(PR NO. 2024.10.0078 |
| Revised on: | | Date: OCT 29 2024 |
| Standard Form/Title: | REQUEST FOR QUOTATION | Office/End user: DPWH-CTDEO |
| COMPANY NAME: | | |
| ADDRESS: | | |
| TEL. NO./FAX NO.: | | Tin: |

Please quote your lowest price on the item(s) listed below, subject to the Terms and Condition stated below
and submit your quotation duly signed by your representative not later than NOV 04 2024 @ 4:00 am AND OPENING IMMEDIATELY AFTER
In return envelope attached herewith, to the BIDS AND AWARDS COMMITTEE-CAGAYAN THIRD ENGINEERING DISTRICT THE DEADLINE

TERMS and CONDITIONS:

- All Entries must be typewritten or legibly written.
- Delivery periods within 30 upon receipt of the approved funded Purchase Order(P.O) Administrative penalties pursuant to Sec. 69 of the revised IRR-RA 9184 shall imposed for non-delivery without valid reason.
- Warranty shall be for minimum of three(3) months for supplies & materials, from date of acceptance by the End-User (3) Years for Office Equipment
- Price validity shall be for a period of sixty(60)calendar days
- G-Eps Registration Number, Mayor's Permit,DTI, Omnibus Sworn Statement and Income Tax Return shall be attached shall be attached upon submission of the quotation.
- The approved budget ceiling for this procurement is: 960,109.00
- 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
- Bidder/s may submit an open or sealed quotation.
- RFQ can be submitted in person or thru registered mails, facsimile or email
- Please indicate the brand for each item being offered(if applicable)

VALERICO E. BADUA, JR.
Chief, Quality Assurance Section
BAC Chairman

| ITEM NO. | ITEM & DESCRIPTION | QTY. | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|---------------------------------------|------|-------|------------|-------------|
| 1 | Ballpen Ordinary, Black 0.5 | 20 | boxes | | |
| 2 | Ballpen Ordinary, Blue 0.5 | 20 | boxes | | |
| 3 | Battery Energizer AA | 100 | packs | | |
| 4 | Battery Energizer AAA | 100 | packs | | |
| 5 | Bond Paper A3 70gsm | 300 | reams | | |
| 6 | Calculator, 16 digits, Big Display | 30 | boxes | | |
| 7 | Clip Backfold, 19mm | 30 | boxes | | |
| 8 | Clip Backfold, 25mm | 30 | boxes | | |
| 9 | Clip Backfold, 50mm | 10 | boxes | | |
| 10 | Clip Board Black Long | 10 | packs | | |
| 11 | Double Sided Tape 1" | 30 | rolls | | |
| 12 | Duct Tape 48mm 25meters | 30 | rolls | | |
| 13 | Envelop Brown, Legal | 1000 | pcs | | |
| 14 | Envelop Brown, A4 | 1000 | pcs | | |
| 15 | Envelop Brown, Kraft Legal | 500 | pcs | | |
| 16 | Fastener Metal | 50 | boxes | | |
| 17 | Folder Pressboard Legal 100/pack | 30 | packs | | |
| 18 | Folder, Morocco A4 Blue | 20 | pcs | | |
| 19 | Market, Permanent Black, Bullet Type | 3 | boxes | | |
| 20 | Market, Permanent Blue, Bullet Type | 3 | boxes | | |
| 21 | Market, WhiteBoard Black, Bullet Type | 3 | boxes | | |
| 22 | Market, WhiteBoard Blue, Bullet Type | 3 | boxes | | |
| 23 | Puncher | 30 | pcs | | |
| 24 | Sticky Note Pad 4x4 | 20 | pcs | | |
| 25 | Sticky Note Pad 3x3 | 20 | pcs | | |
| 26 | Signing Pen, Black EnerGel 0.5 | 10 | boxes | | |
| 27 | Signing Pen, Blue EnerGel 0.5 | 10 | boxes | | |
| 28 | Signing Pen, Blue 1.0 | 3 | boxes | | |

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|----|---|-----|--------|--|--|
| 29 | Signing Pen, Uni-Pen Black | 3 | boxes | | |
| 30 | Stapler W/ Remover Heavy Duty #1111 | 10 | pcs | | |
| 31 | Yellow Book (as per sample hard bound) | 300 | pcs | | |
| 32 | External Drive 1TB HV 320 Slim | 30 | pcs | | |
| 33 | External Drive 2TB HV 320 Slim | 20 | pcs. | | |
| 34 | Flash Drive 16GB Sliding USB | 40 | pcs. | | |
| 35 | Flash Drive 32GB Sliding USB | 30 | pcs. | | |
| 36 | Mouse | 10 | pcs. | | |
| 37 | Mouse Pad with palm rest | 30 | pcs. | | |
| 38 | Bulb 18 watts | 150 | bottle | | |
| 39 | Dishwashing Liquid Lemon concentrate 475ml Power Bula (Joy) | 30 | bottle | | |
| 40 | Glass Cleaner with Nozzle Spray 500ml | 30 | pcs | | |
| 41 | Scrub Sponge Tough Clean | 40 | pcs | | |
| 42 | Sponge, Scotch Bright | 30 | pcs | | |
| 43 | Toilet Deodorant Cake | 35 | roll | | |
| 44 | Trash Bag Small 10pcs/roll | 100 | roll | | |
| 45 | Trash Bag Medium 10pcs/roll | 100 | pcs. | | |
| 46 | Kitchen Gloves | 15 | gal. | | |
| 47 | Bleaching Liquid 1 gallon | 20 | pcs. | | |
| 48 | Dipper | 15 | pcs | | |
| 49 | Pail | 15 | pcs | | |
| 50 | Record Book VECO (black&white) 304 pages | 10 | pcs | | |
| 51 | Detergent Powder | 50 | packs | | |
| 52 | Floorwax Red Dye Wax 450g | 10 | pcs. | | |
| 53 | Fabric Conditioner 1 liter | 30 | liters | | |
| 54 | Air Freshener Spray 320 ml | 30 | cans | | |
| 55 | Tissue Pull-ups | 30 | packs | | |

24GBD55 - PURCHASE OF OFFICE SUPPLIES FOR USE IN THE OPERATION OF DPWH - CTDEO WHICH ARE NOT AVAILABLE IN THE PROCUREMENT SERVICE - DBM

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|--|--|--|--|--|--|
| | 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. | | | | |

| | | | |
|------------------|-----------|-----------------|-------|
| Brand and Model: | _____ | Warranty: | _____ |
| Delivery Period: | <u>30</u> | 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 Prices Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Printed Name/Signature/Date

Tel. No./cellphone/E-mail Address