

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ILOCOS NORTE 1ST DISTRICT ENGINEERING OFFICE
 Airport Avenue, Brgy. Cavit, Laoag City

Name of Procuring Entity : DPWH-INFDEO Request for Quotation : **25GAA0010**
 (P.R. No.) : **(2025-02-013)**
 Revised on : Date : **February 4, 2025**
 Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : **DPWH-INFDEO**
25GAA0010: PROCUREMENT OF OFFICE SUPPLIES FOR USE AT DPWH-INFDEO, LAOAG CITY

COMPANY NAME :			
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 February 11, 2025** in the return envelope attached herewith, to the BAC Secretariat DPWH-INED I, Airport Avenue, Brgy. Cavit, Laoag City.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within seven(7) 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.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration, Tax Clearance, Mayor's/Business Permit, and Income Tax Returns be attached upon submission of the quotation.
6. The approved budget ceiling for this procurement is P815,825.00


MARK LOUIE B. GALIZA
 BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1)	Ballpen	200	pcs		
2)	Pencil lead w/ eraser	20	dozen		
3)	Transparent tape 1"	300	roll		
4)	Clip backfold 2"	60	roll		
5)	Clip backfold 1"	30	roll		
6)	Masking tape 1"	30	roll		
7)	Paper clip, 33mm	60	box		
8)	Paper clip, 50mm	60	box		
9)	Twin marker, black	50	box		
10)	A4, sub. 20	1,000	reams		
11)	Bond paper, legal, sub. 20	250	reams		
12)	Bond paper, letter size, sub. 20	20	reams		
13)	Stamp pad, violet	20	pcs		
14)	Paper fastener, metal and plastic	80	box		
15)	Puncher	15	box		
16)	Sign pen 0.5, black	30	box		
17)	Sign pen 0.5, red	5	box		
18)	Sign pen 0.7, blue and black	20	box		
19)	Pressboard folder, legal	30	box		
20)	Folder, legal	15	pack		
21)	Documentary envelope	5	box		
22)	Dater, plastic	15	pcs		
23)	Eraser	35	pcs		
24)	Correction tape	100	pcs		
25)	Correction pen	50	pcs		
26)	Rubber band, big	20	box		
27)	Note pad 3x3	100	pcs		
28)	Sign pen 0.3, black	20	box		
29)	Highlighter (R, Y, O, B, G)	150	pcs		
30)	Clear book refill, 10holes	60	pack		
	*****Nothing Follows*****				

Brand and Model:
 Delivery Period:

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 Terms and Conditions specified by DPWH.

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 subject for disqualification.

Printed Name / Signature / Date

Telefax: (077) 670-8468

c/o BAC Secretariat

email: doloroso.james@dpwh.gov.ph

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

Publication: February 8, 2025