

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 : 25GAA0092  
(P.R. No.) : (2025-07-0165)  
Revised on : Date : July 14, 2025  
Standard Form/Title : REQUEST FOR QUOTATION Office/End-User : DPWH-INFDEO  
25GAA0092: PROCUREMENT OF OFFICE SUPPLIES FOR USE AT DPWH-INFDEO, LAOAG CITY, ILOCOS NORTE

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 July 21, 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-EPIS Registration, DTI, SEC, 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 P800,500.00

  
**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)	Clip backfold 3/4"	100	box		
4)	Clip backfold 1"	100	box		
5)	Clip backfold 2"	40	box		
6)	Battery AAA	60	pair		
7)	Paper clip, 33mm	40	box		
8)	Paper clip, 50mm	40	box		
9)	Cutter	50	pcs		
10)	A4, sub. 20	1000	reams		
11)	A4, sub. 24	25	reams		
12)	A3 bond paper, sub. 24	150	reams		
13)	Duct tape	70	roll		
14)	Specialty paper A4 size	30	pack		
15)	Paper fastener, metal and plastic	60	box		
16)	Puncher	15	pcs		
17)	Sign pen 0.5, black	40	box		
18)	Sign pen 0.5, red	5	box		
19)	Stapler with staple remover	50	pcs		
20)	Pressboard folder, legal	30	box		
21)	Documentary envelope	2	box		
22)	Correction tape	100	pcs		
23)	Rubber band, big	5	box		
24)	Note pad 3x3	200	pcs		
25)	Sign pen 0.3, black	15	box		
	***** 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.

Telefax: (077) 670-8468  
c/o BAC Secretariat  
email: [doloroso.james@dpwh.gov.ph](mailto:doloroso.james@dpwh.gov.ph)

Printed Name / Signature / Date

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

Publication: July 18, 2025