



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



Name of Procuring Entity:	DPWH-Cagayan Third Engineering Office	Request For Quotation (PR NO.):	2025.08.0052
Revised on:		Date:	AUG 04 2025
Standard Form/Title:	REQUEST FOR QUOTATION	Office/End user:	DPWH-UPMO
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 **AUG 07 2025 @ 9:00 AM** and opening immediately in return envelope attached herewith, to the **BIDS AND AWARDS COMMITTEE-CAGAYAN THIRD ENGINEERING DISTRICT**

TERMS and CONDITIONS:

1. All Entries must be typewritten or legibly written.
2. 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.
3. 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
4. Price validity shall be for a period of sixty(60) calendar days
5. 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.
6. The approved budget ceiling for this procurement is: **276,978.36**
7. 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
8. Bidder/s may submit an open or sealed quotation.
9. RFQ can be submitted in person or thru registered mails, facsimile or email
10. 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	Acetate Film A4	2	packs		
2	Acid Rain Cleaner	10	pcs		
3	Alcohol 70% Ethyl	15	gals.		
4	Ballpen Black (Pilot Hi-Techpoint V7 Grip)	12	pcs.		
5	Ballpen Blue (Pilot Hi-Techpoint V7 Grip)	12	pcs.		
6	Ballpen Black .5(G-Tech)	10	pcs.		
7	Ballpen Black .3(G-Tech)	10	pcs.		
8	Ballpen Black .05 (Flexstick)	5	pcs.		
9	Battery Size AA alkaline 2pcs./ pack	1	pack		
10	Battery Size AAA alkaline 2pcs./ pack	1	pack		
11	Binding Screw 1 inch	10	pack		
12	Binding 1 1/2 inch	10	pack		
13	Binding 2 inch	30	pack		
14	Bleach (Violet)	10	gals.		
15	Cleaner, Toilet bowl and Urinal 500ml	6	pcs.		
16	Clip, backfold 19mm 12 pcs per box	20	box		
17	Clip, backfold 32mm 12 pcs per box	20	box		
18	Cork Board 1/4	5	pcs.		
19	Detergent Powder all purpose 1kilo/pouch	6	pack		
20	Dishwashing Liquid 500ml	24	pcs.		
21	Doormat	20	pcs.		
22	Engineer's Logbook	10	pack		
23	Envelope, expanding kraftboard for legal size documents 100 pcs per box	2	box		
24	Extension Wire 5 meters	10	rolls		
25	External Hard drive 1TB	2	pcs.		
26	Faucet Gooseneck	2	pcs		
27	Flash Drive 256gb USB 2.0 Plug and play	10	pcs.		
28	Flash Drive 64GB USB 2.0 plug and Play	10	pcs.		
29	Floor Mop Rotating head 360	2	pcs.		
30	Flourescent Lamp, tubular single ended 20 watts	5	pcs.		
31	Folder, Tagboard A4 100 pcs/pack	1	pack		
32	Folder, Tagboard legal Size 100pcs/pack	1	pack		
33	Glass Cleaner	10	pcs.		
34	Glass Wiper Heavy Duty	3	pcs.		
35	hand Washing Liquid	30	bottle		
36	Heavy Duty Staplewire	10	pcs.		

37	Humidifier Solution	10	pcs.		
38	Index Tab Self Adhesive 5 set/box assorted colors	15	box		
39	Industrial Measuring Tape 10 meters	3	pcs.		
40	Ink brother BT5000 Cyan	4	pcs.		
41	Ink Brother BT500 Yellow	4	pcs.		
42	Ink BTD 60 Black	2	pcs.		
43	Ink, Epson 001 Black	4	pcs.		
44	Ink, Epson 001 Cyan	4	pcs.		
45	Ink, Epson 001 Magenta	4	pcs.		
46	Ink, Epson 001 Yellow	4	pcs.		
47	Ink Epson 008 Black	8	pcs.		
48	Ink Epson 008 Cyan	4	pcs.		
49	Ink Epson 008 magenta	4	pcs.		
50	Ink Epson 008 yellow	4	pcs.		
51	Insecticide aerosol type 600ml/can	30	can.		
52	Laminating Film	1	pack		
53	Light Bulb LED 7 watt 1 pc. In individual box	10	pcs.		
54	Magazine File box Large	30	pcs.		
55	Marker,permanent bullet type black 12s12s blue	3	set.		
56	marker,Whiteboard bullet type black 12s	1	set.		
57	Muriatic Acid 1 liter	12	pcs.		
58	Official Record Book 500 pages	10	pcs.		
59	Paper Tray	5	pc.		
60	Paper, Multi purpose A4 (Copy)70gsm 210mm x 297mm	25	ream.		
61	Paper, Multi purpose Short (Copy)70gsm 216mm x 279mm	2	reams		
62	Photo paper 100sheets/packs	5	pc.		
63	Push Brush	4	pc.		
64	Rag all cotton 32 pcs per kilo per bundle	2	pc.		
65	Record Book 500 pages 214mm x 278mm	3	pc.		
66	Scissor (6")	15	pc.		
67	Scouring Pad 5 pcs per pack	30	pc.		
68	Sponge	50	pc.		
69	Shoes, Boots Rubberized:6	3	pc.		
70	Stamp Pad Felt pad min 60mmx100mm	3	pc.		
71	Stamp Pad Ink Blue 50ml	10	pc.		
72	Stapler, Binder Type Heavy Duty	1	pc.		
73	Stapler Wire heavy duty #35	10	box.		
74	Stapler Remover Plier Tyoe	5	pc.		
75	Sticker paper,matte	1	pc.		
76	Tape,Double Sided 1"	20	pc.		
77	Tape Electrical	10	pc.		
78	Tape packaging 48mm 50 meters	10	pc.		
79	Tape Transparent 24mm 50 meter	15	pc.		
80	Toilet Brush	4	pc.		
81	Toilet Deodorant Cake	30	pc.		
82	Toilet Tissue 12 rolls per pack	55	packs		
83	Twine, Plastic one kilo per roll	1	roll		
84	UPS 1000VA	1	Unit		
85	Whiteboard 1/4	3	pc.		

**25GBD44 - PURCHASE OF OFFICE SUPPLIES WHICH ARE NOT AVAILABLE IN THE PROCUREMENT SERVICE
(PS) DBM FOR USE IN THE DPWH - UPMO FIELD OFFICE**

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:	30	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