



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
AGUSAN DEL SUR 2ND DISTRICT ENGINEERING OFFICE
San Francisco, Agusan del Sur, Region XIII



Name of Procuring Entity : DPWH Agusan del Sur 2nd DEO Request for Quotation (P.R No.): **024-04-196**
Revised on : Date: **04/29/2024**
Standard form/Title : **REQUEST FOR QUOTATION** Office/End-User: **Supply & Property Unit**
Mode of Procurement : **SHOPPING**
COMPANY NAME : **PHILGEPS No.:**
ADDRESS : **TCC No.:**
TEL NO./FAX No. : **TIN No.:**

Please quote your lowest price on the items listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than **May 03, 2024 @ 10:00am** and submit the hard copy to the BAC Secretariat for Goods at DPWH ADS 2nd DEO Brgy. Karaos, San Francisco, Agusan del Sur.

TERMS & CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within **45 calendar days** upon receipt of the approved funded Purchase Order (P.O). Administrative penalties pursuant to Sec. 69 of the revised IRR of 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 IT Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- PHILGEPS Registration Certificate and Mayor's/Business Permit shall be attached upon submission of the quotation.
- Bidders shall submit original brochures of the product.
- Please indicate the brand and model for each items being offered.
- 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.
- The approved budget ceiling for this procurement/s is **Php 291,129.00**


LEODEGARIO M. MAZO
Chief, Quality Assurance Section
BAC-Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Archive File (book-type w/clip)	300	pcs		
2	Ballpen, 0.5, Black	200	pcs		
3	Ballpen, 0.5, Blue	200	pcs		
4	Calculator, Scientific	2	pcs		
5	Clip, Backfold/Binder Clip 25mm	5	bxs		
6	Clip, Backfold/Binder Clip 32mm	10	bxs		
7	Clip, Backfold/Binder Clip 51mm	5	bxs		
8	Correction Pen	15	pcs		
9	Correction Tape	46	pcs		
10	Data File Box, Double with cover	30	bxs		
11	Envelope, mailing, legal without window	1	box		
12	Fastener, Metal (Not Extended)	20	bxs		
13	Flash Drive, 4GB	1	pc		
14	Flash Drive, 8GB	1	pc		
15	Flash Drive, 16GB	1	pc		
16	Flash Drive, 32GB	1	pc		
17	Flash Drive, 64GB	1	pc		
18	Folder, Tagboard, Legal	10	packs		
19	Ink, Numbering Machine, Red	1	btl		
20	Ink, Permanent Marker, Black 30ml	1	btl		
21	Ink, Stamp Pad, 50ml	5	btl		
22	Paper Bond, A3, 80gsm	3	reams		
23	Paper, Construction, Green	3	packs		
24	Paper Photo, A4	10	packs		
25	Paper Sticker, A4	20	packs		
26	Paper Mimeo, Legal	15	reams		
27	Paper Mimeo, A4	15	reams		
28	Paper, Tracing 24x50 yds, 90gsm	20	rolls		
29	Puncher Heavy Duty	8	pcs		
30	Puncher (Paper, heavy duty, with two holes Guide) 75XL	1	pcs		
31	Recordbook, non-clothbound 300 pages (Official)	30	books		
32	Recordbook, non-clothbound 500 pages (Official)	25	books		
33	Sack, White, 50kls	100	pcs		
34	Sack, Yellow, 50kls	100	pcs		
35	Sack, Green, 50kls	100	pcs		
36	Signpen, 0.5, black	150	pcs		
37	Signpen, 0.5, blue	100	pcs		
38	Signpen, 0.5, green	20	pcs		
39	Signpen, 0.5, red	10	pcs		
40	Stamp Pad Felt, Pad	5	pcs		
41	Staple Wire No. 35	25	bxs		
42	Stapler with remover	12	pcs		
43	Sticky Note stylish film index	5	pads		

44	Sticky Note Sign Here 4.5cmx1.2cm	10	packs		
45	Tape Binding, 2"	5	rolls		
46	Tape, Double sided, 1"	5	rolls		
47	Tape Masking 1"	5	rolls		
48	Tape Masking 2"	5	rolls		
49	Tape Packaging 2"	5	rolls		
50	Tape, transparent 1/2"	5	rolls		
51	Tape, transparent 1"	5	rolls		
52	Tape, transparent 2"	5	rolls		
53	Universal Bond Paper AP800 610MM (24"x150), 80 gsm, 2" core	20	rolls		
54	White Board 45x60	5	pcs		
55	Vellum paper white long	10	pads		
TOTAL AMOUNT (Php)					

Purpose: For use in DPWH-Agusan del Sur 2nd DEO for 2nd Quarter of 2024.

Please specify brand names and model, if applicable

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.

Tel. No.: _____

Telefax: _____

Printed Name/Signature/Date

Tel No./Cellphone No./ mail address

R13.12/BAC/TSE/JAS