



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**BILIRAN DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE VIII  
Naval, Province of Biliran

Name of Procuring Entity : DPWH-BDEO

Purchase Request (P.R. No.) :

2025 - 05 - 0054

Revised on :

Date :

05 - 05 - 2025

Standard Form/Title : **REQUEST FOR QUOTATION**

Office/End-User : QAS, BAC, FS, CONS, PDS, ADMIN,  
MAINTENANCE

COMPANY NAME :

ADDRESS :

TEL. NO/FAX NO. :

T.I.N. :

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions set herein and submit to the BAC Secretariat for Goods your Quotation duly signed by you or your authorized representative prior closing time at 09:00 A.M on 20 MAY 2025 after which opening of Bid will be conducted not later than 10:00 A.M., on the same day

**TERMS and CONDITIONS**

1. All entries must be typewritten or legibly written.
2. Delivery period within 30 Calendar days upon receipt of the approved funded Purchase Order (PO). 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:
4. One year for Equipment from date of acceptance by the end user. (Three years for IT Equipment)
5. Price validity shall be for a period of sixty (60) calendar days.
6. G-EPS Registration Certificate/Mayor's Permit /Tax Clearance / SPA / Company ID / Orgazitional chart / DTI / BIR Certificate of registration (COR) / ITR (if above 500 thousand approve ABC) shall be attached upon Submission of the quotation.
7. Statement of the prospective bidder that is not blacklisted or barred from bidding by the Government or any of its agencies, office, corporations or LGU (Sec.25 .2.iv.1,R-IRR of RA No. 9184;9.2,COA Cir.2012-001)
8. Sworn affidavit of the bidder that it is not related to the head of the Procuring Entity (HOPE) by consanguinity or affinity up to the third civil degree (Sec. 47, R-IRR of RA 9184; 9.2,COA Cir.2012-001)
9. Bidders shall submit original brochures showing certifications of the product.
10. Please indicate the brand for each items being offered.
11. The approved budget ceiling for this procurement is **P470,950.00**
12. To be delivered at DPWH, BDEO COMPOUND

**LUISITO FILEMON A. ABAD**

Chief Construction Section  
(BAC, Chairperson)

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Multi Copy Paper 80 GSM (A3)	120	ream		
2	Photo Paper A4 10pcs./pack	45	pack		
3	Brown Envelope, Legal size	500	Pcs		
4	Refill (0.5mm) Black 12pcs./box Liquid Ink Rollerball Pen 0.5mm	4	box		
5	Refill (0.7mm) Black 12pcs./box Liquid Ink Rollerball Pen 0.7mm	6	box		
6	Sign Pen (0.7mm) Black 12pcs./box gel ink	23	box		
7	Sign Pen (0.5mm) Black 12pcs./box gel ink	20	box		
8	V10 Sign Pen (1.0mm) Black 12 pcs./box	5	box		
9	Correction Pen	112	box		
10	Correction tape (30Mx5mm)	55	pcs.		
11	A4 size Paper Cutter (Metal Base Sliding Paper Cutter)	2	pcs.		
12	Vellum Board A4 size 200gsm / 10 sheets per pack	20	pack		
13	Corner Puncher	3	pcs.		
14	Folder Tag Board legal 100pcs./pack brown	2	pack		
15	Folder Tag Board legal 100pcs./pack off white	8	pack		
16	Expanding Folder legal 100pcs./pack (Green)	1	pack		
17	Expanding Folder legal 100pcs./pack (white)	6	pack		
18	Envelope Expanding, A4 size	7	box		
19	Envelope, Expanding, legal 100pc/pack	3	box		
20	Permanent Marker 12 pcs./ box	2	box		
21	White board marker 12 pcs./ box	2	box		
22	Binding Tape 2" good quality	34	roll		
23	Gun Tacker including staple wire	1	pcs		
24	Heavy duty Stapler HD-021	1	unit		
25	Sticky Notes 3"x3" (100 sheets/pad)	5	pad		
26	Official Record Book 500 pages	20	pcs		
27	Staple Wire 23/13	17	box		
28	Staple Wire 23/17	16	box		
29	Sticky Note 3"x3" (pastel color)	3	pad		
30	Transparent tape 1"	70	roll		
31	Transparent tape 2"	20	roll		
32	Masking tape 1"	40	roll		
33	Marker Fluorescent, 3 color/set	2	set		
34	Scissor 6" heavy duty	11	each		
Continue Next Page					





(Please see attached complete specifications) TOTAL AMOUNT : \_\_\_\_\_  
*The awarding for this RFQ will be on lump-sum basis. Prospective Suppliers must quote for all the items. Otherwise they will be subjected for disqualification.*

Brand and Model	:	
Warranty	:	
Delivery Period	:	
Price Validity	:	

*After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices noted 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.*

Printed Name/Signature/Date \_\_\_\_\_

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