



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BUTUAN CITY DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE XIII
R. Palma Street, Butuan City
Tel Nos. 342-5331 Fax No. 225-2022

Name of Procuring Entity : DPWH-BCDEO	Request for Quotation (P.R. No.) : 2024-04-0101
Revised on :	Date : MAY 24 2024
Standard Form/Title : REQUEST FOR QUOTATION	Office /End-user : DPWH-BCDEO
COMPANY NAME :	Page No. : 1
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 in ORIGINAL (email and fax RFQ will not be accepted) not later than 2:00 P.M. of MAY 27 2024 in a sealed envelope, to the BAC Secretariat for Goods, Butuan City District Engineering Office, R. Palma Street, Butuan City.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within Ninety (90) Cal. 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; one (1) year for Equipment; three (3) years for IT equipment from date of acceptance by the end user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Certified True Copy of PhilGEPS Registration No./Mayor's permit/DTI shall be attached upon submission of the quotation.
6. Certified True Copy of Income/Business Tax Return shall be attached if ABC is above Php500K.
7. Notarized Omnibus Sworn of Statement shall be attached if ABC is above Php50K for Small Value Procurement (Sect. 53.9 of the Revised IRR-RA9184)
8. Bidders shall submit original brochures showing certifications of the product.
9. Please indicate the brand for each items being offered.
10. The approved budget ceiling for this procurement is **Php 820,808.58**

GRACE T. CURAYAG
Engineer III
BAC-Chairperson

1st extension : _____
2nd extension : _____
3rd extension : _____

The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all the items. Otherwise they will be subjected for disqualification.

ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
OFFICE SUPPLIES					
1	Archive Folder with binder 3"	665	piece		
2	Archive Folder with binder 2"	250	piece		
3	Ballpen, black 12's/box	93	box		
4	Ballpen, blue, 12's/box	10	box		
5	Battery, dry cell, AA , 2 pcs/blister pack	48	pack		
6	Battery, dry cell, AAA , 2 pcs/blister pack	57	pack		
7	Battery, dry cell, AAA , energizer, 2 pcs/blister pack	5	pack		
8	Binder clip, large	5	box		
9	Binder clip, small	5	box		
10	Blade, general purpose cutter/utility knife, 10's/tube	2	tube		
11	Calculator, 12 digits, compact	2	piece		
12	Calculator, big, 12 digits	3	unit		
13	Calculator, compact	2	unit		
14	Calculator, compact	3	unit		
15	Calculator, Casio, 12 digits, JF-120FM	1	piece		
16	Carbon film, blue, legal, 100's/box	2	box		
17	Carbon film, black, legal, 100's/box	2	box		
18	Cartolina, Golden Yellow	25	piece		
19	Cartolina, Royal Blue	50	piece		
20	Cartolina, White	50	piece		
21	Chip Board	50	piece		
22	Clearbook, A4	10	piece		
23	Clearbook, Legal	6	piece		
24	Clip backfold, 19mm	40	box		
25	Clip backfold, 25mm	15	box		
26	Clip backfold, 32mm	41	box		
27	Clip backfold, 50mm	31	box		
28	CLIP, paper clip, 33mm, 100's/box	12	box		
29	CLIP, paper clip, 50mm, 100's/box	12	box		



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ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
30	Correction pen	8	piece		
31	Correction Tape	25	piece		
32	Correction Tape, 8 meters	222	piece		
32	Data File box, double w/ cover	30	piece		
33	Data Folder	8	piece		
34	Deli Heavy Punch Stapler, 23/6-23/13-394	1	unit		
35	DVD, rewritable	31	piece		
36	Envelope, brown, long	24	piece		
37	Envelope, Documentary, A4, 500's/box	1	box		
38	Envelope, Documentary, long, 500's/box	1	box		
39	ENVELOPE, EXPANDED, brown, long	166	piece		
40	Envelope, expanding, kraft	2	box		
41	ENVELOPE, expanding, short	12	piece		
42	ENVELOPE, mailing, ordinary, long, white	6	box		
43	Eraser, rubber/plastic	6	piece		
44	Eraser, white & blue, steadler/rasoplast	20	piece		
45	FASTENER, plastic	12	box		
46	FILE BOARDER CARDBOARD DIVIDER, colored, A4, 10's/pack	12	pack		
47	File Folder with tab, ordinary, legal	2	pack		
48	FILE TAB/INDEX DIVIDER, Bristol Board, A4	24	pack		
49	Folder Pressboard, Legal, 100's/box	3	box		
50	Folder, Archive with binder 2", blue	6	piece		
51	Folder, Archive with binder 3", blue	10	piece		
52	Folder, long, ordinary	43	box		
53	Folder, plastic, long, gold/yellow	36	piece		
54	Folder, plastic, short, gold/yellow	36	piece		
55	FOLDER, with tab, A4, 100's/pack	1	pack		
56	Glue, All-purpose, 200 grams	23	bottle		
57	GLUE, ELMER'S GLUE, 500ml	4	bottle		
58	Handbook on Philippine Government Procurement, RA 9184	1	book		



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59	High lighter, neon yellow	14	piece		
60	Index tab, clear	5	box		
61	Laminating machine, A3	2	unit		
62	Laminating film, long	2	box		
63	Lead, Steadler Mars Micro, 0.5mm, refill	3	tube		
64	Magazine File Box, large	5	piece		
65	Marker flourescent, 3 colors/set	26	set		
66	Marker, permanent, black	53	piece		
67	Marker, permanent, blue	30	piece		
68	Marker, permanent, red	5	piece		
69	Marker, white board, black	25	piece		
70	Marker, white board, blue	20	piece		
71	NOTE PAD, stick on 50mmx76mm(2"x3")	46	pad		
72	NOTE PAD, stick on 76mmx100mm(3"x4")	50	pad		
73	NOTE PAD, stick on, 3"x3", 100's/pad	25	pad		
74	Note pad, stick-on, 6x6	24	pad		
75	Oil based Scent fo Humidifier, Fresh Bamboo	3	bottle		
76	Oil, general purpose, 120 ml	2	bottle		
77	Paper clip, vinyl/plastic coated, 50mm	10	box		
78	Paper clip, vinyl/plastic coated, 33mm	30	box		
79	PAPER FASTENER, plastic	9	box		
80	Paper Fastener, plastic, 8-1/2, long	22	box		
81	Paper, multicopy, A4, 80gsm	742	ream		
82	Paper, construction paper, green, A4, (DoTS)	4	ream		
83	Paper, multicopy, legal, 80gsm	402	ream		
84	PAPER, PHOTO, high GSM, A4, glossy, 10's pack	38	pack		
85	PAPER, Specialty Board paper, Worx, 200gsm, legal	10	pack		
86	Pencil Sharpener, manual single outer head	1	piece		
87	Pencil, lead/graphite with eraser, 12's/box	39	box		
88	Philippine National Flag	3	piece		



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GRACE T. CURAYAG
Engineer II
BAC-Chairperson

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ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
89	POST-IN-SIGN HERE, sticky notes, 5 pads/set	59	set		
90	Puncher, 2 hole puncher with guide, heavy duty	8	piece		
91	PVC Cover, A4	2	pack		
92	RECORD BOOK, Official Record Book, 300 pages	55	book		
93	RECORD BOOK, Official Record Book, 500 pages	107	piece		
94	Rubber Band No. 18, 350g	23	box		
95	Rule Pad Paper	3	pad		
96	Ruler 12", heavy duty, metal	4	piece		
97	SCENT, OIL BASED SCENT FOR HUMIDIFIER, fresh Bamboo	4	bottle		
98	SCISSORS, symmetrical/assymetrical, 6"	23	pair		
99	SIGN PEN, black , 0.5mm, liquid/gel ink, mygel	372	piece		
100	SIGN PEN, black , liquid/gel, 0.50 needle tip, G-TEC C4	24	piece		
101	Sign Pen, Black, 0.5mm, Energel	24	piece		
102	Sign pen, blue, liquid/gel ink, 0.5mm	133	piece		
103	SIGN PEN, green, 0.5mm, liquid/gel ink	65	piece		
104	SIGN PEN, RED, 0.5mm, liquid/gel ink, mygel	20	piece		
105	Sign Pen, Black, 0.70, liquid/gel ink	16	piece		
106	Sign Pen, green, 0.70, liquid/gel ink	3	piece		
107	Sign Pen, Blue, 1.0mm, Uni Ball gel impact	48	piece		
109	Stamp Pad, Felt	6	piece		
110	STAMP, Dater stamp	1	piece		
111	Staple Remover, plier type	4	piece		
112	Staple Wire, heavy duty, binder type, 23/13	2	box		
113	STAPLE WIRE, Copper Standard Wire, Steves	98	box		
114	Stapler with Remover, standard type, load cap., 200 staples	12	piece		
115	Sticker Paper, glossy, 135gsm, 20's/pack, legal	31	pack		
116	Tape Dispenser, table top	5	piece		
117	TAPE, Double sided w/o foam, 1/2 inch	41	roll		
118	TAPE, Double sided w/o foam, 1"	44	roll		
119	TAPE, double sided with foam, 1 inch, big roll, green	33	roll		



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ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
120	Tape, double Sided with foam, 48mmx5m	12	roll		
121	TAPE, Duct Tape	4	roll		
122	TAPE, masking tape, 24mm	26	roll		
123	Tape, masking, 48mm	24	roll		
124	Tape, Transparent, 24mm	137	roll		
125	Tape, Packaging, 48mm	4	roll		
126	TAPE, Transparent, 48mm	56	roll		
127	Twine, Plastic	2	roll		
128	VIEW BINDER, 11 Hole Loose Leaf, REFILL, A4-S, 20'S/pack	30	pack		
129	Wall Clock	1	piece		
	Nothing Follows				

Purpose: Procurement of 2nd Quarter CY 2024 Consolidated Office Supplies.

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 Term and Conditions specified by DPWH.

Tel. No.: 342-5331
Local 846-05

Telefax No.: (085) - 225-2022

Printed Name / Signature / Date

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

abby 5/23/2024