

Republic of the Philippines Department of Public Works and Highways OFFICE OF THE REGIONAL DIRECTOR Regional Office No. XII Koronadal City Cor. Alunan Avenue, Mabini Street, Koronadal City					
Name of Procuring Entity: DPWH Regional XII (PR No.):		PR-2024-10-240			
Mode of Procurement: Shopping (b)		Request for Quotation No.: RFQ-2024-189			
Standard Form/Title:		Date: NOV 19 2024			
Company Name:		Office/End-User: PDD			
Address:					
Tel. No./ FAX No.:		Tin No. PhilGEPS Reg. No.			
Please quote your lowest price on the item (s) listed below, subject to the Terms and Conditions stated below and submit your quotation or your duly authorized representative not later than 10:00 AM of NOV 26 2024 in the return envelope attached herewith, to the BAC Secretariat, DPWH Region XII Compound, Cor. Alunan Avenue, Mabini St., Koronadal City					
TERMS and CONDITIONS: 1. All entries must be typewritten or legibly written. 2. Delivery period within 15 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 reasons. 3. Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for equipment from date of acceptance by end-user. 4. Price validity shall be for a period of sixty (60) calendar days. 5. The Bidder shall attached upon the submission of the quotation the following: a. PhilGEPS Registration Certificate b. Mayor's/Business permit 6. Bidders shall submit original brochures showing certifications of the product, if applicable. 7. Please indicate the brand for each items being offered. 8. The approved budget ceiling for this procurement is Php 481,054.40					
 ZARKHAN P. MANSUNGAYAN, JD, SCL Chief Administrative Division BAC Chairperson					
Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	A4 Bond Paper	100	reams		
2	Archfile Binder Long (Blue Portrait w/ DPWH logo)	50	pcs		
3	Binder Clip (small, medium, big)	15	box		
4	Correction Tape	100	pcs		
5	Dog Ear Tag (For Sign)	100	pad		
6	CD-R CDR CD R 52x 700MB Blank Disc Spindle by 50's	5	pack		
7	Expanding Envelope (Legal size)	100	pcs		
8	External Hard Drive (1TB)	10	pcs		
9	Field notes	50	pcs		
10	Flash Drive (OTG Type C) 64GB	20	pcs		
11	Folder brown (Long)	100	pcs		
12	Mouse pad (Ergonomic Comfortable)	20	pcs		
13	Plastic Fastener	12	box		
14	Post-It-Notepad-15mmx50mm Yellow	36	pads		
15	Ring Bind Round (10mm, 16mm, 25mm)	150	pcs		
16	FLAT RUBBER BAND BIG 350g	5	box		
17	Scissors (Big)	24	pcs		
18	Sharpener Heavy Duty	6	pcs		
19	Sticker Paper (Assorted)	24	pads		
20	Tissue Paper	24	doz		

21	Premium Matte Film (420mm x 20m 75 microns thk)	70	roll
22	Scotch Tape Clear 3/4	15	pcs
23	Scotch Tape Dispenser	10	pcs
24	Pen Fine Line Water and Fade proof Pigment Ink 0.3	24	pc
	*****Nothing Follows*****		
Purpose: For use in Office Supply for Planning and Design Division, DPWH Regional Office XII, Koronadal City			
	The awarding for this RFQ will be on lump-sum basis.		
	Prospective Suppliers must quote for all of the items		
	Otherwise, they will be subjected for disqualification		
Brand and Model: _____		Warranty Period: _____	
Delivery Period: _____		Price Validity: _____	
After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices quote above. If the space of Delivery Period, Warranty Period and Price Validity are left blanks, it means that I concur with the Terms and Conditions specified by DPWH.			
		Printed Name / Signature / Date _____	
Tel. No. : (083)228-3908			
email address: dpwhr12.procurement@gmail.com			
Regional Procurement Unit/BAC Secretariat, DPWH Region XII			