



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CAGAYAN DE ORO CITY 2ND DISTRICT ENGINEERING OFFICE
Macabalan, Cagayan de Oro City

Name of Procuring Entity	:	Request for Quotation (PR No.) : 2025-07-0187
Revised on :		Date : July 18, 2025
Standard Form/Title	:	REQUEST FOR QUOTATION Office/End-User : Various Section
COMPANY NAME :		PhilGEPS No.
ADDRESS :		TCC No.
TEL. NO./FAX No. :		TIN :

(SMALL VALUE PROCUREMENT ABOVE 50K)

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your sealed quotation and other requirements duly signed by your representative not later than 10:00 A.M. of **JUL 25 2025** at the Procurement Unit, Conference Room, DPWH 2nd DEO CDOC, Macabalan, Cagayan de Oro City.

Please observe proper sealing and marking of bids. All envelopes must contain the RFQ number and name to be bid, name and address of the bidder and address to the BAC Chairman & bear a warning " **DO NOT OPEN BEFORE** ... date and time for the opening. No bids shall be submitted through email. Sealed quotation must meet the following requirements.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.

2. **Delivery period** within **15 CD** upon receipt of the approved funded Purchase Order (P.O). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.

3. **Warranty** must be submitted after acceptance by the procuring entity of the delivered supplies in the following conditions and terms of warranty:

Expendable Supplies (consumed in used within 1 year like fuel, spareparts and etc.)

Non-Expendable Supplies (serviceable in more than one (1) year like furniture, fixtures and etc.)

IT Equipment (Computer, Printers and etc.)

- 3 MONTHS

- 1 YEAR

- 3 YEARS

4. **Price validity** shall be for a period of sixty (60) calendar days.

5. PhilGEPS Registration /Mayor's Permit/DTI, Income Tax Return and Tax Clearance Certificate and Omnibus Sworn Statement shall be attached upon submission of quotation.

6. Bidders shall submit original brochures of the product.

7. Please indicate the "**BRAND NAME/MODEL**" for each items being offered.

8. The approved budget ceiling (**ABC**) for this procurement is **P 956,738.00**

9. 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.

10. Supplier must have an official store registered establishment- Geotagged Photos of Actual Store of Supplier (Outside and Inside) must submit along with their quotation

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper, Multicopy 80GSM, A3	50	ream		
2	Colored Bond Paper 80GSM A4, 20 sheet per pack	5	pack		
3	Bond Paper, Multicopy 100GSM, A4	5	ream		
4	Sticker Paper, Legal Size	5	pack		
5	Sticker Paper, A4 size	23	pack		
6	Sticker Paper for Brother Labelling Printer	15	piece		
7	Sign Pen, 1.0mm, blue	150	piece		
8	Sign Pen, 1.0mm, black	100	piece		
9	Sign Pen Needle Tip 0.5 gel ink, green	36	piece		
10	Ball Pen, black	80	piece		
11	Ball Pen, blue	80	piece		
12	Marking Pen Fine, black	18	piece		
13	Marking Pen Fine, blue	6	piece		
14	Marking Pen bold, black	3	piece		
15	Marking Pen bold, blue	3	piece		
16	Marker for White Board, Black	5	piece		
17	Double Sided Tape 1"	20	roll		
18	Masking Tape 1"	9	roll		
19	Masking Tape 3"	10	roll		
20	Packaging Tape 2' (48mm)	10	roll		
21	Tape Dispenser (Table top) pink	10	roll		
22	Paper Fastener standard size, metal	55	box		

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 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.

Printed Name / Signature / Date

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



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23	Paper Fastener long, metal	23	box		
24	Correction Pen	47	piece		
25	Correction Tape	101	piece		
26	Stapler Heavy Duty, load cap. 200 staples.	20	piece		
27	Staple wire 23/6,1/4, 6mm	3	box		
28	Staple wire 23/8,5/16, 8mm	3	box		
29	Staple wire 23/10,2/8, 10mm	3	box		
30	Staple wire 23/13,1/2, 13mm	3	box		
31	Staple Wire Remover	28	box		
32	Backfold Clip (12mm)	39	box		
33	Photo Paper, Economy, Legal size, Glossy	5	pack		
34	Photo Paper, Economy, A4 size, Glossy	30	pack		
35	Legal size, Binder with hard cover and cover thickness of 25 or more PVC royal blue cover & white plyleaf inside with 7" x 3" lever-arch file mechanism with rodo lock, ring pocket	990	piece		
36	Folder, Ordinary, Short size	225	piece		
37	Expanding Folder Legal	237	piece		
38	Envelope, Documentary, A4 Size	3	box		
39	Envelope, Documentary, Legal size	2	box		
40	White Mailing Envelop Long	2	box		
49	Long Reach Stapler with 1 box staple wire	2	piece		
50	Stamp Pad, Felt	15	piece		
51	Laminating Film A4 Size (100pcs per pack)	2	pack		
52	Laminating Film 250 mic. 80mmx110mm, 100 sheets per box	3	box		
53	Heavy Duty Puncher	15	piece		
54	Rubber Bond, 70mm min lay flat length (#18)	7	box		
55	Steel Paper Cutter (18" x 15")	1	piece		
56	Sticky Notepad 3"x3", 100 pages	40	pad		
57	Sticky Notepad 4"x3", 100 pages	20	pad		

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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
58	Puncher,Big Heavy Duty (2 holes/7mm hole size)	8	piece		
59	PVC Cover, A4 size, Transparent, 250 mic, 100 pieces/pack	12	pack		
60	PVC Cover, A3 size, Transparent, 250 mic, 100 pieces/pack	12	pack		
61	Official Record Book, 500 pages	25	piece		
62	Engineer's Field Book	10	piece		
63	Note Book, stenographer's 40 leaves	10	piece		
64	Ring, Binder,1/2x44", Plastic	7	piece		
65	Ring, Binder, 3/4x44", Plastic	7	piece		
66	Ring, Binder, 1"x44", Plastic	5	piece		
67	Ring, Binder, 2"x44", Plastic	5	piece		
68	Premium Matte Film, Thickness 75 microns size 36 inches width, 20 meters length	10	roll		
69	Premium Matte Film, Thickness 75 microns size 42 inches width, 20 meters length	10	roll		
70	Glue 250g	10	piece		
71	Glue 130g	9	piece		
72	Blank CD-R Disc	10	piece		
73	Construction Paper Legal size, yellow, thick	3	pack		
74	Carbon Film, Blue	2	box		
75	Finger Tip Moistener	15	piece		
76	Push Pin	5	box		
77	Battery, Alkaline, AAA, 4 pcs per pack	8	pack		
78	Battery, Alkaline, AA, 4 pcs per pack	6	pack		
79	White Board size 2ft. X 3ft.	2	piece		
80	Toilet Paper	20	roll		
81	Powdered Soap	10	pouch		
82	Muriatic Acid	3	gal		

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