

Name of Procuring Entity : **DPWH-DCIIDEO, Tugbok Davao City**
 Revised on: _____
 Standard Form/Title : **REQUEST FOR QUOTATION**
 (SMALL VALUE PROCUREMENT)

RFQ No. & Date: 2024-12-107 12/02/2024
P.R. No. & Date: 2024-10-101 dated 10/28/2024
Office/End-User: Maint. Section
DPWH-DCII DEO. Tugbok, D.C.

COMPANY NAME:

ADDRESS:

TEL. NO./FAX No.

TIN No.:

TERMS and CONDITIONS:

- 1) All entries must be typewritten or legibly written,
- 2) Delivery period within twenty **(20) W.D.** upon receipt of the approved 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 for a minimum of three (3) months for supplies & materials, one (1) year for Equipment; 3 years for I.T. Equipment from date of acceptance by the end-user.
- 4) Price validity shall be for a period of sixty (60) calendar days.
- 5) ***Phil-GEPS Registration Number/Mayor's Permit/DTI or SEC/Tax Clearance/ and Omnibus Sworn Statement (Specific to Contract)***
shall be attached upon submission of the quotation and every page of the document must be signed.
- 6) Bidders shall submit original brochures showing certifications of the product, if applicable,
- 7) Please indicate the brand of each items being offered, (If applicable)
- 8) The Approved Budget for the Contract is ***P 149,299.00 one (1) lot price***

Please quote your lowest price on the item(s) listed below subject to the Terms & Conditions stated and submit your duly signed quotation personally (**Submitted thru courier/fax/e-mail will not be accepted**) not later than 10:00 AM. of _____ to the BAC Secretariat for Goods, DPWH-DCHIDO, Tirol St., Tagbok, Davao City.

REYNALDO A. AMORES
Chief, Const. Section
(BAC-Chairperson)

	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	A4 Bond Paper, 80gsm	150	reams		
2	HP Laser Jet Pro 400-80A (black)	3	cart.		
3	Clip, backfold, 19mm	20	bxs.		
4	Clip, backfold, 25mm	20	bxs.		
5	Clip, backfold, 32mm	20	bxs.		
6	Clip, backfold, 50mm	20	bxs.		
7	Photo Paper, A4 (Double sided, Glossy)	15	pcks.		
8	Scotch Tape (24 mm)	10	roll		
9	Loose Leaf, w/ O-ring, long, Top clip archfile (royal blue)	30	pcs.		
10	Correction Tape refill WH-605 (double)	30	pcks.		
11	Envelope, Brown, A4	50	pcs.		
12	Envelope, Brown, legal	50	pcs.		
13	Glue, all purpose, 130 grams	5	bot.		
14	White Board Marker (black)	30	pcs.		
15	Data File Box (Royal Blue, closed ends	20	pcs.		
16	Envelope, expanded w/ garter tie, legal size, (100 pcs. Per box)	2	box		
17	Storage Box with top cover (w: 30cm x 40 cm)	20	pcs.		
18	Clear Book Refill, A4 size, 10 pcs. Pack (#305A)	50	pcks.		
19	Sticker Paper, A4	15	pcks.		
20	Paper Clip, 50mm	20	bxs.		
21	Paper Clip, 33mm	20	bxs.		
22	Post it 3x3 inches	25	pad		
23	Stick-on-Note, flourescent pad (3 colors)	25	pad		
	x-x-x-x-x sheet 1 of 2 -x-x-x-x-x			TOTAL ----	
	For use in the operations of the Maintenance Section				
	Total Amount: (pls. specify total amount in words)				
	The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all items. Otherwise they will be subjected for disqualification.				

Brand and Model: _____	Warranty : _____
Delivery Period : _____	Price Validity : _____
Please indicate Payment Term: _____	Credit _____
	C.O.D. _____

*After having carefully read & 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.*

DPWH-DCI/DEO

Tel. No. 293-1765 (Procurement Unit)

Fax No. 293-0551

Printed Name / Signature / Date

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

Name of Procuring Entity : **DPWH-DCIIDEO, Tugbok Davao City**
Revised on: _____
Standard Form/Title : **REQUEST FOR QUOTATION**
(SHOPPING)

RFQ No. & Date: 2024-12-107 12/02/2024
P.R. No. & Date: 2024-10-101 dated 10/28/2024
Office/End-User: Maint. Section
DPWH-DCI/ DEO. Tugbok, D.C.

COMPANY NAME:

ADDRESS:

TEL. NO./FAX No.

TIN No.:

TERMS and CONDITIONS:

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shall be attached upon submission of the quotation and every page of the document must be signed.
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Please quote your lowest price on the item(s) listed below subject to the Terms & Conditions stated and submit your duly signed quotation personally (**Submitted thru courier/fax/e-mail will not be accepted**) not later than 10:00 AM. of _____ to the BAC Secretariat for Goods, DPWH-DClDEO, Tirol St., Tugbok, Davao City.

REYNALDO A. AMORES
Chief, Const. Section
(BAC-Chairperson)

	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
24	Index Tab (assorted color)	25	pad		
25	Double Sided Tape (Heavy Duty)	10	rolls		
26	Ruler, stainless (12 inches)	15	pcs.		
27	Marking pen, flourescent, assorted color	20	pcs.		
28	Ring Binder, 10mm	5	pcs.		
29	Ring Binder, 12mm	5	pcs.		
30	Certificate Holder, A3 (ISO Reuirements)	10	pcs.		
31	Ring Binder, Royal Blue, with 3 rings (ISO Requirements)	10	pcs.		
32	Folder, Tagboard, legal size, 100 pcs. Per pack	2	packs		
33	Calculator, 12 digit cap.	3	pcs.		
34	Expanded Folder, legal size, royal blue	50	pcs.		
35	Staples, HD-3LS 17mm, (1217Fa-H)	10	bxs.		
36	Clip Board, A4 size	5	pcs.		
37	Tape, Binding (blue and green)	10	rolls		
38	Tape, Masking 48mm, 50 meters length	10	rolls		
39	Push Pins, assorted colors, neon, flat head type	10	packs		
	x-x-x-x-x- sheet 2 of 2 -x-x-x-x-x				
	For use in the operations of the Maintenance Section				
	Total Amount: (pls. specify total amount in words)		TOTAL ----		
	Please specify brand name/model otherwise, bids will not be accepted				
	The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all items. Otherwise they will be subjected for disqualification.				

Brand and Model:	_____	Warranty :	_____
Delivery Period :	_____	Price Validity :	_____
Please indicate Payment Term:		_____	Credit
			C.O.D.

After having carefully read & 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.

DPWH-DCI/DEO

Tel. No. 293-1765 (Procurement Unit)

Fax No. 293-0551

Printed Name / Signature / Date

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