



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
DINAGAT ISLANDS
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE XIII
San Jose, Dinagat Islands

Name of Procuring Entity:	DPWH-Dinagat Islands DEO	Request for Quotation (PR NO.):	2024-11-0048
Revised on :		Date:	December 4, 2024
Standard Form/Title :	REQUEST FOR QUOTATION	Office/End User:	Admin-General

Company Name :

ADDRESS :

TEL. NO./FAX NO. :

TIN:

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than **10:15 A.M. of December 13, 2024** in the return envelope attached herewith, to the BAC Secretariat, DPWH-Dinagat Islands DEO, San Jose, Dinagat Islands.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 30-60 days 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 shall be for a minimum of three (3) months for supplies & materials; one year for equipment; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration Number, Mayor's Permit, DTI upon submission of the quotation
6. Omnibus Sworn Statement shall be attached upon submission of the quotation (For Small Value procurement (Section 53.9) for ABCs above P50K and Emergency Cases (Section 53.2) for ABCs above 500K)
7. Bidders shall submit original brochures showing certifications of the product.
8. Please indicate the brand for each items being offered
9. The approved budget ceiling for this procurements is **PhP 379,634.00**

(SGD) CYRIL T. ARANAS, JR.

Chief, Planing and Design Section
BAC - Chairperson

ITEM NO	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Quality Assurance Section					
1	Alcohol 70%, 4 liters	9	gallon		
2	Ball Pen Black 0.5 (Flex Stick), 12's	10	box		
3	Ball Pen Blue 0.5 (Flex Stick), 12's	10	box		
4	Binder Clip 1" (12pcs/box)	10	box		
5	Binder Clip 2" (12pcs/box)	10	box		
6	Bond Paper #20/80gsm (A4)	100	ream		
7	Brown Envelope, A4 Size	24	pc		
8	Brown Envelope, Long	24	pc		
9	Correction Tape, Big, 5mm; 10m	12	pc		
10	Folder White (A4)	24	pc		
11	Folder White (Long)	24	pc		
12	Keyboard, Genius	2	pc		
13	Mouse, Genius	2	pc		
14	Ruler (Stainless Steel) 12"	2	pc		
15	Sticky Note Pad 2x2	12	pad		
16	Stabilo Marker, Highlighting Pen	12	pc		
17	Stamp Pad Ink (Purple), Refill	1	bottle		
18	Staples No. 35 (500 Staples Max HD)	12	box		
19	Stapler No. 35 with Remover	1	pc		
Finance Section					
20	A4, Bond Paper, 70gsm	100	ream		
21	Gel Pen, Green (12pcs/box)	5	box		
22	Scotch Tape 1"	10	roll		
23	Staples No. 35 (500 Staples Max HD)	10	box		
24	Automatic Numbering Machine, 10 Digits	2	pc		

25	Ring Binder 1" (25mm)	5	length		
Construction Section					
26	Bond Paper , A4 Size	150	ream		
27	Brown Envelope, A4 Size	1	box		
28	Tape, Transparent, 24mm	50	roll		
29	Correction Tape	20	pc		
30	Plastic Binder (1/2")	15	pc		
Maintenance Section					
31	Sign Pen (My-Gel Pen) 0.5mm (12pcs/box)	11	box		
32	Sticky Notes (Small) 2x3' inches	27	pad		
33	Expanded Folder, Legal Green (100pcs/box)	15	box		
34	Calculator Casio, Tilt Display, 12 Digits	2	pc		
35	Fastener, Short	13	box		
36	Fastener, Long	10	box		
37	US Bond Paper, A4	50	ream		
38	US Bond Paper, A3	35	ream		
39	Office Aluminum Manual Comb Binding and Punching Machine Super 21 Plus	1	unit		
Office of the District Engineer					
40	Alcohol 70%, 500ml	2	bottle		
41	Binder Clip Black 1"	3	box		
42	Binder Clip Black 5"	3	box		
43	Binder Clip Black 2"	3	box		
44	Bond Paper #20/70gsm (A3)	5	ream		
45	Bond Paper #20/70gsm (A4)	55	ream		
46	Clip Plastic (Jumbo)	2	box		
47	Clip Plastic (Small)	3	box		
48	Correction Tape, Big	10	pc.		
49	Data File Box, Blue with DPWH Logo	20	pc.		
50	Dater Stamp	3	pc.		
51	Glue	2	bottle		
52	Folder White, Long	1	ream		
53	Legal Size Binder, Blue, Customized with DPWH Logo	34	pc.		
54	Paper clip, vinly/plastic coated, jumbo 50mm	2	box		
55	Pencil, No. 2	2	box		
56	Permanent Marker, Pilot	3	pc.		
57	Photo Paper, A4	10	pack		
58	Photo Paper, Long	10	pack		
59	Plastic Fastener, Long	4	box		
60	Plastic Fastener, short	4	box		
61	Record Book 300 pages	5	pc.		
62	Sign Here Stick-on Note	5	pc.		
63	Sign Pen, Blue	4	box		
64	Stabilo Marker, Green	6	pc.		
65	Stabilo Marker, Yellow	6	pc.		
66	Staple Wire #35	5	box		
67	Stick Note Pad 2x3	3	pad		
68	Stick Note Pad 3x3	3	pad		
69	Stick Note Pad 3x4	3	pad		
70	Stick Note Pad 3x5	3	pad		

