



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CEBU CITY DISTRICT ENGINEERING OFFICE
Regional Office VII, V. Sotto Street, Cebu City



Name of Procuring Entity : DPWH - CCDEO Request for Quotation (P.R. No.) : 2025-05-0006

Revised on : Date : May 8, 2025

Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : Maintenance Section

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 10:00 A.M. 20 MAY 2025 the return envelope attached herewith, to the BAC Secretariat for Goods, 2nd Floor, V. Sotto Street, Cebu City

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within (30) calendar 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 Certificate/Mayor's Permit.
shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certification of the product.
7. Please indicate the brand for each items being offered.
8. Omnibus Sworn statement for ABC above Php 50,000
9. Income Business Tax Return for ABC above Php 500,000
10. The approved budget ceiling for this procurement is **Php 91,068.89**

ALFREDO E. HERNANDEZ
Assistant District Engineer
BAC - Chairperson

Item No.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Binder Clip - 1" (12pcs/box)	10	box		
2	Binder Clip - 2" (12pcs/box)	5	box		
3	Bond Paper, A3	5	ream		
4	Brown Envelope, Long	50	pc		
5	Clear Sheet Protector (10pcs/pack)	50	pack		
6	Correction Tape (WH-605)	20	pc		
7	Duct Tape - 2" (Gray)	10	roll		
8	GLUE, all purpose 300 grams	5	pc		
9	Marking Pen, Whiteboard, Black (12pcs./box)	5	box		
10	Paper Sticker, White, Long	100	pc		
11	Photopaper A4 (Glossy, 210gms)10s	10	pack		
12	Record Book, 300 pages No.85 (5pcs./pack)	1	pack		
13	Scissors (8") HD	5	pc		
14	Sign Pen, G-2 (0.7) - black	10	box		
15	Sign Pen, G-2 (0.7) - blue	10	box		
16	Sign Pen, G-Tec C4 - black	5	box		
17	Tape, packaging - 2" plain white	10	roll		
18	Tape, transparent - 1"	12	roll		
19	Staple wire, T50 (10mm), 1000pcs/box	50	box		
20	Packaging Straw	1	roll		

*****Continue to Page 2*****

Sub-Total

Purpose:For the use of Office Supplies in Maintenance Section

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.

Page 1 of 2

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 Terms and Conditions specified by DPWH.

Printed Name / Signature / Date
Tel. No. / Cellphone No./ E-mail Address



Printed Name / Signature / Date
Tel. No. / Cellphone No./ E-mail Address