



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BAGUIO CITY DISTRICT ENGINEERING OFFICE
Engineer's Hill, Baguio City, Cordillera Administrative Region



BAGONG PILIPINAS
25-04-015

Name of Procuring Entity: DPWH-BCDEO

Request for Quotation No:

Revised on: May 24, 2004

Date :

Standard Form Title: **REQUEST FOR QUOTATION**

Office/End User :

April 04, 2025

DPWH-BCDEO

COMPANY NAME: _____

ADDRESS: _____

Tel.No./Fax No: _____

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:A.M. on **April 08, 2025** in the return envelope attached herewith to the BAC Office

DPWH-BCDEO, Engineers Hill, Baguio City

TERMS and CONDITIONS

- All entries must be typewritten or legibly written
- Delivery period within **Fourteen (14) Working Days** upon receipt of 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.
- 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
- Price validity shall be for a period of sixty (60) calendar days
- PhilGEPS Registration Certificate; BIR Certificate of Registration;**
Tax Clearance shall be submitted with the quotation.
- Bidders shall submit brochures of the product/s if Applicable
- Indicate the brand of the product/s offered.
- The approved budget ceiling for this procurement is **Php 954,460.00**
- The DPWH Baguio City District Engineering Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

MARION JOY S. STA.MARIA
Assistant District Engineer
BAC Chairperson

ITEM NO.	ITEM AND DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Multicopy paper A3 80GSM	200	ream		
2	Epson Ink 188 Cyan	10	pcs		
3	Epson Ink 188 Magenta	10	pcs		
4	Epson Ink 188 Yellow	10	pcs		
5	Ink Cart Canon Black 810	25	pcs		
6	Epson Ink 008 Cyan	60	pcs		
7	Epson Ink 008 Magenta	60	pcs		
8	Epson Ink 008 Yellow	60	pcs		
9	Epson Ink 008 Black	120	pcs		
10	Epson Ink 001 Black	120	pcs		
11	Construction Logbook DPWH Blue Hardbound (50 pages)	100	book		
12	Materials Logbook DPWH Blue Hardbound (50 pages)	100	book		
13	Risograph Traffic Count form single	10	reams		
14	Tape Transparent 1"	72	roll		
15	Tape Transparent 2"	72	roll		
16	Epson Maintenance Box Code:PXMB3	10	pcs		
17	Epson Maintenance Box Code:T04DI	10	pcs		
18	Epson Maintenance Box Code:C9345	10	pcs		
19	Stamp Pad Ink Purple	5	bot		
20	Signpen Black 0.5mm	84	pcs		
21	Signpen Blue 0.5mm	60	pcs		
22	Stapler with staple wire remover	20	pcs		
23	HP Toner 78A	10	pcs		
24	Photo Paper A4	10	packs		
25	Powder Soap All purpose 500gms/pack	20	packs		
26	Tissue All Purpose 3ply/10s	10	packs		
27	Fastener Size 8cm metal 2" prong	5	box		
28	Fastener standard Size metal	5	box		
29	Multipurpose Scissors heavy duty	10	pairs		
30	Sticky Notes (Sign Here) 4.5cm/1.77in x 1cm/0.39in	20	pads		
31	Whiteboard Marker Fine tip Black /12pcs	3	box		
32	Permanent Marker Fine tip Black /12pcs	3	box		
33	Binder Clip Medium Size	20	box		
34	Binder Clip Large Size	20	box		
35	Storage corrugated Box Legal Size	30	pcs		
x.x.x	Procurement & delivery of various office supplies for use of DPWH BCDEO Contract ID No. 25GPD15				
Note: The Awarding for this RFQ is by lot basis Prospective Supplier must quote for all the items otherwise they will be subjected for disqualification				Grand Total _____	

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 nad Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Telefax: 442-8195/4576

c/o Tedler H. Depaynos, Jr.

Engineer III - Head BAC Secretariat

Printed Name / Signature / Date

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