



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE X
Engineers' Hill, Bulua, Cagayan de Oro City



Name of Procuring Entity: Request for Quotation (P.R. No.): X1-24-03-100
Revised on: Date: March 13, 2024
Standard Form/Title: **REQUEST FOR QUOTATION** Office/End-User: Bukidnon Sub-DEO

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 am on **MAR 19 2024**, the return envelope attached herewith, to the BAC Secretariat, 2nd Floor Administration Building, DPWH Regional Office X, Engineers' Hill, Bulua, Cagayan de Oro City.

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within **thirty (30) c.d.** 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.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- Attach Certified True Copy of PhilGeps Registration Number, Mayor's Permit and **Omnibus Sworn Statement (if ABC is above 50K), Income/Business Tax Return if ABCs above P500K.**
- The Approved budget ceiling for this procurement is **Php 189,214.67**
- RFQ must be signed by an authorized signatory.
- Bidders shall submit original brochures of the product (if applicable)
- Please indicate the brand for each items being offered.
- Bidder/s shall submit sealed quotation.


VIRGIE G. NAYVE, AER
Chief, Construction Division
BAC Chairman

Supplier must quote for all of the items. Any erasure, correction or alteration made by the Supplier in any of the items shall render the bid non-complying, hence, a ground for disqualification.

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	LOT 1- OFFICE SUPPLIES				
	Ball pen, black, ordinary, 50 pcs/box	10	box		
	Ball pen, blue, ordinary, 50 pcs/box	10	box		
	Ball pen, red, ordinary, 50 pcs/box	10	box		
	Bondpaper, A3 size, 80gsm	30	ream		
	Bondpaper, A4 size, 80 gsm	70	ream		
	Bondpaper, legal, 80 gsm	20	ream		
	Clear Book A4 Size	20	pc.		
	Clear Book Legal Size	20	pc.		
	Correction Tape, 6 meters(min),	50	pc.		
	Cutter Knife, heavy duty	3	pc.		
	Data file box Jumbo w/ cover Legal size	10	pc.		
	Data file box Jumbo with out cover legal size	10	pc.		
	Data filer (A4 size) portrait	100	pc.		
	Duck Tape 48mm(2")	20	roll		
	Engineer's field book	20	pc.		
	Envelope, documentary, brown, Legal size, 500s/box	1	box		
	Eraser, Rubber	30	pc.		
	Eraser, Whiteboard/Blackboard	10	pc.		
	Folder legal, white 100pcs/pack	2	pack		
	Marker, permanent, black, bullet type, 12 pcs/box	2	box		
	Marker, permanent, blue, bullet type, 12 pcs/box	2	box		
	Marker, Whiteboard, black, 12 pcs/box	2	box		
	Marker, Whiteboard, blue, 12 pcs/box	2	box		
	Marker, Whiteboard, red, 12 pcs/box	1	box		
	Pencil	5	box		
	Puncher	20	pc.		
	Ring binder, 1"	2	bundle		

