



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**NEGROS OCCIDENTAL**  
**1ST DISTRICT ENGINEERING OFFICE**  
Region VI  
Matabang, Talisay City

Name of Procuring Entity : **DPWH Negros Occidental 1st DEO** PR No. / Quotation No. : **24-02-0007 / 02-2024-001 OSE**  
Revised On : \_\_\_\_\_ Date : **February 23, 2024**  
Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : **Administrative 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 personally submit your quotation duly signed by your representative not later than 8:30 A.M. of **March 1, 2024** in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH Negros Occidental 1st DEO, Matabang, Talisay City, Negros Occidental.

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written.
- Delivery period within Forty-Five (45) 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; 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, Mayor's Permit, Omnibus Sworn Statement and Income/Business Tax Return shall be attached upon submission of the quotation.
- Bidders shall submit original brochures of the product.
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **P 949,945.00**

**EVANGELINE N. LIMOS**

Engineer III  
BAC Chairperson

ITEM NO.	ITEM AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Alcohol, 500ml.	240	bottles		
2	Ballpen, Black	530	pcs.		
3	Ballpen, Green	30	pcs.		
4	Ballpen, Brown	14	pcs.		
5	Ballpen, Orange	10	pcs.		
6	Ballpen, Purple	36	pcs.		
7	Battery, AA (4pcs./packet)	20	packets		
8	Binder Clip, 1" (Small)	170	boxes		
9	Binder Clip, 2" (Big)	116	boxes		
10	Bond Paper, A3 (70gsm/Multi-copy)	100	reams		
11	Bond Paper, A4 (70gsm/Multi-copy)	765	reams		
12	Bond Paper, Legal (70gsm/Multi-copy)	345	reams		
13	Clear Book (20 Transparent Pocket)	25	pcs.		
14	Correction Tape with Refill	160	pcs.		
15	Eraser (Rubber/Pencil)	40	pcs.		
16	Folder, Long (Ordinary/White)	75	pcs.		
17	Frixion Pen (Various Colors/BBR)	25	pcs.		
18	Glue, 130g	54	bottles		
19	Marker Pen (3 Colors/Set)	16	sets		
20	Mylar Paper (75 Microns)(24" x 20 Yards)	65	rolls		
21	Paper, Pad (Yellow)	16	rule		
22	Paper Clip, Big	60	boxes		
23	Paper Clip, Small	60	boxes		
24	Paper Puncher, HD (2 Holes)	10	pcs.		
25	Pencil with Eraser #482	140	pcs.		

**For use in the DPWH-Negros Occidental 1st District Engineering Office, Matabang, Talisay City, Negros Occidental (1st Quarter, 2024)**

**SUB - TOTAL**

**Brand & Model** : \_\_\_\_\_ **Warranty** : \_\_\_\_\_  
**Delivery Period** : \_\_\_\_\_ **Price Validity** : \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at priced 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.

DPWH-G&S-42

A027

Pages 1 of 3

Printed Name/Signature/Date

Tel. No. / Cellphone No. / E-Mail Add



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26	Marker Pen, Black (Fine Point)	150	pcs.		
27	Marker Pen, Red (Fine Point)	14	pcs.		
28	Photo Paper, A4	44	packs		
29	Post-It (Flag)	50	packs		
30	Scissor, Big - HD (Stainless)	10	pcs.		
31	Sign Pen, Black (0.5mm/Gel Type)	260	pcs.		
32	Sign Pen, Black (0.7mm/Uni-Ball Air)	100	pcs.		
33	Stapler with Remover #35	20	pcs.		
34	Staple Wire #35 (26/6)	20	boxes		
35	Staple Remover, HD (Twin Jaws)	20	pcs.		
36	Stamp Pad Ink, Black (946ml.)	8	bottles		
37	Sticky Note, Post-It (3"x3")	80	packs		
38	Sticky Note (Please Sign Here)	100	packs		
39	Tape, Double Sided 1"	50	rolls		
40	Tape, Duct - 2"	45	rolls		
41	Tape, Masking - 1"	40	rolls		
42	Tape, Masking - 2"	40	rolls		
43	Tape, Packaging - 2"	20	rolls		
44	Tape, Transparent - 1"	80	rolls		
45	Tape, Transparent - 2"	25	rolls		
46	Tape, Steel (5 Meters Cap.)	5	pcs.		
47	Tape, Measuring (100 Meters Cap.)	5	pcs.		
48	Tracing Paper, 80/85	30	rolls		
49	USB Flash Drive, 8GB	10	pcs.		
50	USB Flash Drive, 16GB	15	pcs.		

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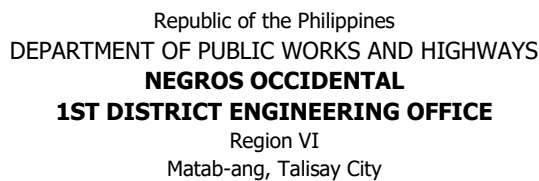
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Printed Name/Signature/Date

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