



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
QUIRINO DISTRICT ENGINEERING OFFICE
Cabarroguis, Quirino, Region II



Procuring Entity	: DPWH - QDEO	P.R. No.	: 2024-08-155 ✓
Revised on	:	Date	: 08/30/2024
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End User	: Administrative Section ✓
COMPANY NAME *	:		
ADDRESS *	:		
TEL. NO. /FAX. No. *	:	TIN *:	:
PhilGEPS Reg. No. *	:	Email *:	:

Please quote your lowest price on the item(s) listed, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 A.M. of **September 20, 2024** in the return envelope attached herewith, to the Bids and Award Committee, Quirino District Engineering Office, Cabarroguis, Quirino.

TERMS and CONDITIONS:

1. All entries must be type written or legibly written.
2. Delivery period within **30 CD** upon receipt of the approved funded Purchased 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 and materials; One (1) year for Equipment; Three (3) years IT Equipment from date of acceptance by the end user.
4. Price Validity shall be for a period of 60 calendar days
5. A. PhilGEPS Registration Number
B. Mayor's Permit shall be attached upon submission of the quotation.
6. Please indicate the brand for each items being offered.
7. The approved budget ceiling for this procurement is **P 293,721.00** ✓


RUSSELL G. LOZANO ✓
Chief, Planning and Design Section
BAC Chairman

ITEM No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpoint Pen, super fine, 0.7mm, black ✓	5 ✓	box ✓		
2	Ballpoint Pen, super fine, 0.7mm, blue ✓	5 ✓	box ✓		
3	Ballpoint, 0.5mm, black (black and blue) ✓	53 ✓	pc. ✓		
4	Battery, dry cell "AA", 2pcs./blister pack (Alkaline) ✓	24 ✓	pack ✓		
5	Battery, dry cell "AAA", 2pcs./blister pack (Alkaline) ✓	25 ✓	pack ✓		
6	Binder Clip, 1" (25mm) ✓	15 ✓	dozen ✓		
7	Binder Clip, 1/2" (19mm) ✓	15 ✓	dozen ✓		
8	Binder Clipm 2" (51mm) ✓	17 ✓	dozen ✓		
9	Computer Continuous Form, 3 ply, (280 x 241mm) ✓	1 ✓	box ✓		
10	Computer Continuous Form, 3 ply, (280 x 378mm) ✓	1 ✓	box ✓		
11	Correction Tape, 5mm x 10 meters ✓	2 ✓	pc. ✓		
12	Envelope, expanding, legal size, blue ✓	20 ✓	pc. ✓		
13	Eraser, Plastic/rubber ✓	3 ✓	pc. ✓		
14	FASTENER, metal, 70mm between prongs (non sharp edges) ✓	12 ✓	box ✓		
15	Film Carbon Paper, legal, black, 100 sheets ✓	1 ✓	pack ✓		
16	Folder, clear front, letter size, 14 points ✓	20 ✓	pc. ✓		
17	Folder, pink, legal size ✓	50 ✓	pc. ✓		
18	Folder, pressboard, plain, legal size, orange ✓	30 ✓	pc. ✓		
19	Folder, with TAB, legal size ✓	5 ✓	pack ✓		
20	Gimbal Stabilizer, foldable, for Mobile Phone ✓	1 ✓	pack ✓		
21	Glue, all purpose, 473ml ✓	1 ✓	bottle ✓		
22	Laminating pouches, A4, 100 sheets, 250 Microns ✓	1 ✓	pack ✓		
23	Ligh Emitting Diode (LED) Bulb, 15 watts ✓	15 ✓	pc. ✓		
24	Ligh Emitting Diode (LED) Bulb, 9 watts ✓	15 ✓	pc. ✓		
25	Marker, permanent, Black, Broad ✓	13 ✓	pc. ✓		
26	Marker, permanent, Black, Bullet Type ✓	15 ✓	pc. ✓		
27	Marker, permanent, Twin, Black, Bullet Type ✓	10 ✓	pc. ✓		
28	Marker, whiteboard, Black, Broad ✓	9 ✓	pc. ✓		
29	Pad Paper, ruled, 80 leaves, 64 gsm legal size ✓	2 ✓	pad ✓		
30	Paper Clip, vinyl, plastic, 50mm ✓	2 ✓	box ✓		
31	Paper Multi-Copy, A3, 80gsm ✓	40 ✓	ream ✓		



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32	Photo Paper, A4 Size, 235gsm 20's glossy ✓	80 ✓	pack ✓		
33	Ribbon, nylon, for manual typewriter ✓	5 ✓	pc. ✓		
34	Rubber band, 350 grams ✓	1 ✓	box ✓		
35	Sign Pen, Black, Liquid/gel ink, 0.5mm (Pentel Energel) ✓	43 ✓	pc ✓		
36	Sign Pen, Blue, Liquid/gel ink, 0.5mm (Pentel Energel) ✓	6 ✓	pc ✓		
37	Sign Pen, green, Liquid/gel ink, 0.5mm (Pentel Energel) ✓	10 ✓	pc ✓		
38	Sign Pen, red, Liquid/gel ink, 0.5mm (Pentel Energel) ✓	24 ✓	pc ✓		
39	Sign Pen, ultra-fine tip, black 0.3 ✓	3 ✓	pc ✓		
40	Stamp Pad Ink, 50ml ✓	3 ✓	bottle ✓		
41	Staple Wire, standardm no. 35, 26/6 (Full Strip 5000) ✓	3 ✓	box ✓		
42	Sticky Note Pad, page marker ✓	5 ✓	pad ✓		
43	Sticky Note, (Sign Here) ✓	6 ✓	pad ✓		
44	Sticky Note, 3"x3" ✓	21 ✓	pad ✓		
45	Sticky Note, 3"x4" ✓	1 ✓	pad ✓		
46	Sticky Note, 3"x5" ✓	1 ✓	pad ✓		
47	Tape, Double Sided, Green, 1" x 5m ✓	3 ✓	roll ✓		
48	Tape, transparent, 48mm x 200m ✓	2 ✓	roll ✓		
49	Tripod, aluminum, for DSLR and Mobile Phone ✓	1 ✓	Unit ✓		
50	Air Freshener, 320ml ✓	8 ✓	Can ✓		
51	Bleach, 1ltr. ✓	2 ✓	bottle ✓		
52	Broom, soft ✓	1 ✓	pc. ✓		
53	Cleaner, all purpose, 1000ml ✓	20 ✓	bottle ✓		
54	Detergent Powder, 1kg ✓	10 ✓	pouch ✓		
55	Dishwashing Liquid, 1000ml ✓	2 ✓	bottle ✓		
56	Disinfectant Spray, 510 grams ✓	18 ✓	bottle ✓		
57	Door Mat (Cloth) ✓	8 ✓	pc ✓		
58	Door Mat, 27" x 19" ✓	10 ✓	pc ✓		
59	Door Mat, 23" x 15" ✓	10 ✓	pc ✓		
60	Fabric Conditioner, 900ml ✓	34 ✓	bottle ✓		
61	Furniture Polish, aerosol type, 330ml ✓	4 ✓	Can ✓		
62	Glass Surface Cleaner, 400-500ml ✓	14 ✓	bottle ✓		
63	Hand Soap, Liquid, 600ml ✓	5 ✓	bottle ✓		
64	Insecticide, aerosol type, 600ml ✓	25 ✓	bottle ✓		
65	Toilet Bowl Cleaner, 1000ml ✓	20 ✓	bottle ✓		
66	Toilet Bowl Cleaner, (muriatic acid) ✓	15 ✓	gallon ✓		
67	Toilet deodorant cake, 100g ✓	5 ✓	pc ✓		
68	Toilet Tissue Paper, 3 ply (100% Recycled) ✓	50 ✓	Pack ✓		
69	Blank CD with case, RW ✓	25 ✓	pc ✓		
70	Ink Cartridge, HP, #678 Black ✓	6 ✓	cart ✓		
71	Ink Cartridge, HP, #678 Tri-color ✓	3 ✓	cart ✓		
72	Ink Cartridge, HP, #680 Black ✓	5 ✓	cart ✓		
73	Ink Cartridge, HP, #680 Tri-color ✓	10 ✓	cart ✓		
74	Ink, Epson, #003, Black ✓	3 ✓	bottle ✓		
75	Ink, Epson, #003, Cyan ✓	1 ✓	bottle ✓		
78	Ink, Epson, #003, Magenta ✓	1 ✓	bottle ✓		

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79	Ink, Epson, #003, Yellow ✓	1 ✓	bottle ✓		
80	Ink, Epson, #008, Black ✓	3 ✓	bottle ✓		
81	Ink, Epson, #008, Cyan ✓	3 ✓	bottle ✓		
82	Ink, Epson, #008, Magenta ✓	3 ✓	bottle ✓		
83	Ink, Epson, #008, Yellow ✓	3 ✓	bottle ✓		
84	Maintenance Box, C9345, Original (for Epson Printer) ✓	2 ✓	cart. ✓		
85	Maintenance Tank, L1455 – T6711, Original ✓	6 ✓	cart. ✓		
86	Printer Ribbon, LQ2180 ✓	1 ✓	pc. ✓		
87	Solid-state Drive (SSD) 2.5", 1TB for computer ✓	8 ✓	pc. ✓		
88	USB Hub, 4-port, USB 3.0, high speed, 1m cable ✓	1 ✓	pc. ✓		
2024-08-155 - Supply and delivery of office supplies, janitorial supplies, and IT/Computer supplies for use at the Administrative Section, Finance Section, Construction Section, Quality Assurance Section, Procurement Unit, Office of the DE, Office of the ADE, and PIO, this district.					
Place of Delivery:					
The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all items. Otherwise they will be subjected for disqualifications					
Posting: September 17, 2024				TOTAL PHP	
TOTAL AMOUNT IN WORDS:					

Brand and Model : Warranty :
Delivery Period : Price Validity :
After having carefully read and accepted your General Conditions, I/We quote you on the item 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./CP No. & email address

Note: Fill out all Fields with Asterisk *

[Handwritten Signature]