



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**ROMBLON DISTRICT ENGINEERING OFFICE**  
Odiongan, Romblon, MIMAROPA Region (IV-B)



Name of Procuring Entity : **DPWH-RDEO**

Request for Quotation (P.R. No.) : **RFQ2024-09-094**

Revised on :

Date: **SEP 16 2024**

Standard Form/Title: **REQUEST FOR QUOTATION**

Office/End-User: **PROPERTY AND SUPPLY UNIT**

**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.** of **SEP 24 2024** in the return envelope attached herewith, to the BAC Secretariat for Goods.

**TERMS AND CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within 10 days upon receipt of the approved funded Purchase Order (PO). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed of non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for supplies & materials, one year for equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of one hundred twenty (120) calendar days.
5. PhilGEPS Registration Certificate/Mayor's Permit/DTI, Tax Clearance, and Omnibus Sworn Statement shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product, if applicable.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P63,965.62**.
9. Place of Delivery is **PROPERTY AND SUPPLY UNIT**.

**ELMER M. TOLENTINO**

Engineer III  
Chief, Construction Section  
BAC Chairperson for GOODS

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Office Supplies and Devices for Use in the Property and Supply Unit for the 3rd and 4th Quarter, Odiongan, Romblon				
1	Flasdrive OTG, Type C 128 GB	3	pc		
2	Card Reader All in One USB Port Extension	3	pc		
3	USB 3.0 Extension Cable 5Gbps (2m)	3	pc		
4	Binder Clip 19mm (3/4")	20	box		
5	Binder Clip 25mm (1")	20	box		
6	Binder Clip 32mm (1 1/4")	20	box		
7	Binder Clip 51mm (2")	21	box		
8	Bond paper, Subs. 20 A4 (70gsm)	25	ream		
9	Clear Book (Long)	5	pc		
10	Correction Tape (5mm x 10mm, Big), good quality	30	pc		
11	Ego File	4	pc		
12	Paper Clip, vinyl/plastic coated, length: 33mm	15	box		
13	Puncher, paper, heavy duty with two hole guide	1	pc		
14	Scissors, symmetrical, blade length: 65mm min.	1	pc		
15	Stapler, Binder Type, Heavy Duty (200 pages capacity)	1	pc		
16	Stapler, with remover, heavy duty No. 35	1	pc		
17	Sign Pen, Black (G-Tech pilot) 0.3	24	pc		

18	Rubber Band, 70mm min lay flat length (#18)	2	box		
19	Ruler, 12"	2	pc		
20	INK, Continuous-Epson, No. 003, (Black)	12	bot		
21	INK, Continuous-Epson, No. 003, (Cyan)	12	bot		
22	INK, Continuous-Epson, No. 003, (Magenta)	12	bot		
23	INK, Continuous-Epson, No. 003, (Yellow)	12	bot		
24	Multi-Purpose Metal Pen Holder	2	pc		
<b>TOTAL</b>					
Purpose:	For Use in Property and Supply Unit for 3rd and 4th Quarter.				
Note:	<b>Please avoid erasures on your price quotation. Any alteration shall not be considered and ground for disqualification.</b>				
<p>Brand and Model: _____ Warranty: _____</p> <p>Delivery Period: _____ Price Validity: _____</p> <p>After having carefully read and accepted your General Conditions, I/We quote you on the item (s) as 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.</p>					
Tel. No. (042) 567 - 5007			Printed Name/Signature/Date		
Email Address: <a href="mailto:alag.celestial@dpwh.gov.ph">alag.celestial@dpwh.gov.ph</a>			Tel. No./Cellphone No./E-mail Address		