



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.)	: RFQ2024-09-096
Revised on	:	Date:	SEP 16 2024
Standard Form/Title:	: REQUEST FOR QUOTATION	Office/End-User:	ADMINISTRATIVE SECTION, ROMBLON SUB-OFFICE, AND AZAGRA SUB-OFFICE
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 **P425,956.84**.
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 Preparation of Various Documents of the Administrative Section, Romblon Sub-Office, and Azagra Sub-Office for 3rd and 4th Quarter, Odiongan, Romblon				
1	Envelope, Documentary, Legal (Brown Envelope)	200	pc		
2	Envelope, Documentary, A4 (Brown Envelope)	260	pc		
3	Bond Paper, subs.20 A4 (70gsm)	200	ream		
4	Ballpen, Black (0.5) good quality	224	pc		
5	Ballpen, Blue (0.5) good quality	200	pc		
6	Folder, tagboard ordinary white (Legal)	200	pc		
7	Desk Table Pen w/ String (Black)	10	pc		
8	Folder Pressboard, expanded Legal	200	pc		
9	Ink, HP Laserjet P1102, No. 85A (Black)	5	cart		
10	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	5	cart		
11	Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	5	cart		

12	Toner Cartridge, HP CF362A (HP508A) Yellow LaserJet	5	cart		
13	Toner Cartridge, HP CF363A (HP508A) Magenta LaserJet	5	cart		
14	Flashdrive OTG, Type C 64 GB	6	pc		
15	Certificate Holder, A4	50	pc		
16	Card Reader All in One USB Port Extension	2	pc		
17	Calculator, 12 digit	2	pc		
18	Laminating Film, A4	2	pack		
19	Carbon Film, PE, Black 210mm x 297mm (A4)	2	box		
20	Clip Board A4	5	pc		
21	Metal Desk File Tray 3 Layers	1	pc		
22	Metal Desk File Tray 4 Layers	9	pc		
23	Multi Purpose Metal Pen Holder	6	pc		
24	Metal Rack Book Organizer (4 tier)	5	pc		
25	Book, Record, 500pages size: 214mm x 278mm	10	book		
26	Stapler, with remover, heavy duty No.35	4	pc		
27	Marker, Permanent, Fine, BLACK	24	pc		
28	Pencil, No.2	24	pc		
29	Cutter Blade, heavy duty (10pc/box)	2	box		
30	Cutter Knife	2	pc		
31	Scissor, symmetrical, blade length: 65mm min.	3	pc		

TOTAL

Purpose:

For use in the preparation of various documents of Administrative Section, Romblon Sub-Office and Azagra Sub-Office for 3rd and 4th quarter.

Note:

Please avoid erasures on your price quotation. Any alteration shall not be considered and ground for disqualification.

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) 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.

Tel. No. (042) 567 - 5007

Email Address: alag.celestial@dpwh.gov.ph

Printed Name/Signature/Date

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