



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**MINDORO ORIENTAL DISTRICT ENGINEERING OFFICE**  
Masipit, Calapan City, Oriental Mindoro, MIMAROPA REGION (IV-B)

Name of Procuring Entity	Request for Quotation (P.R. No.) : <b>2025-06-227</b>
Revised on :	Date : <b>June 2, 2025</b>
Standard Form/Title : <b>REQUEST FOR QUOTATION</b>	Office/End-User : <b>Administrative Section</b>
<b>COMPANY NAME</b> :	
<b>ADDRESS</b> :	
<b>TEL. NO./FAX No.</b> :	<b>TIN</b> :

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. of June 13, 2025 in the return envelope attached herewith, to the Goods & Services Division, Procurement Services, Masipit, Calapan City, Oriental Mindoro.

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written.
2. Delivery period within 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.
3. Warranty shall be for a minimum of three (3) months for supplies & materials from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration Certificate, Mayor's Permit, DTI/SEC, Income/Business Tax Return, Omnibus Sworn Statement shall be attached upon submission of the quotation
6. The approved budget ceiling for this procurement is **864,386.50**
7. The DPWH reserves the right to accept or reject any bid to annul the bidding process and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.
8. Bidder/s may submit an open or sealed quotation.

  
**LUIS B. BERON**  
Engineer III  
(BAC-Chairperson)

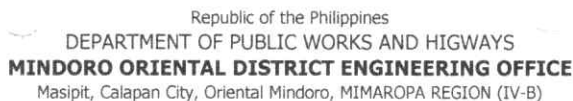
Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper A4 (5 reams per box)70gsm	200	box		
2	Brown Envelope Long	300	piece		
3	Ballpen (12pcs. Per box)-blue	15	box		
4	Binder Clip 25mm (1")	20	box		
5	Binder Clip 32mm (2")	20	box		
6	Binder Clip 51mm (2")	20	box		
7	Correction Tape, 5mm (min), 1pc. In individual plastic	80	pc		
8	Correction Pen	30	pc		
9	Staple Wire #35-5M leg length 6mm (1/4")(5000 staples)	80	box		
10	Fingertip Moistener	5	piece		
11	Expanded Pressed Folder (100pcs. Per box)(Green)-Long	15	box		
12	Highlighter	20	piece		
13	Plastic Fastener (50 sets per box)	50	box		
14	Ordinary Folder (Long)	500	piece		
15	Pencil No. 2 (12pcs. Per box)	20	box		
16	Epson Ink (T664-70ml)-Black	30	bottle		
17	Epson Ink (003-70ml)-Black	30	bottle		
18	USB 3.0 Extension Cable (5 meter)	15	piece		
19	3.0 'USB Multi Hub (7 ports) High Speed	15	piece		
20	Tape, transparent, 24mm, 50m length	60	roll		
21	Alcohol, 70%, ethyl, 500ml	100	bottle		
22	Air Freshner (Morning Freshness)320ml (262g)-Glade	50	btl.		
23	Automatic Spray Air Freshner Refill (Morning Freshness)	50	btl.		

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) 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.

Tel. No. \_\_\_\_\_ Telefax: \_\_\_\_\_

Printed Name / Signature / Date  
Tel. No. / Cellphone No. / E-mail Address

Request for Quotation (P.R. No.) : **2025-06-227**

Date : June 2, 2025

Office/End-User : **Administrative Section**

TEL. NO./FAX No.

TIN :

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**LUIS B. BERON**  
Engineer III  
(BAC-Chairperson)

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
24	Battery AA (Gold Alkaline)(4pcs. Per pack)	50	pack		
25	Battery AAA (Gold Alkaline)(4pcs. Per pack)	50	pack		
26	Broom (Walis Tambo)	10	pc		
27	Shoe Lace 1m	200	pair		
28	Detergent Powder 800g	80	pack		
29	Dishwashing Liquid 540ml	100	pack		
30	Disinfectant Spray 340g	75	can		
31	Doormat	50	piece		
32	Garbage Bag XL (10 pcs. Per roll)	80	roll		
33	Garbage Bag M (10pcs. Per roll)	80	roll		
34	Liquid Hand Soap-Antibac (Lemon Fresh)225ml	80	bottle		
35	Multi-Purpose Cleaner Classic (500ml)	100	bottle		
36	Muriatic Acid 500ml	5	bottle		
37	Rug (Towel)	30	piece		
38	White Glade Scented Gel (Morning Freshness)180g	50	piece		
39	Toilet Bowl Brush	20	pc		
40	Customized Legal Size Binder	200	pc		
41	Tiger Metal Desk Tray (3 Layers)	15	piece		
42	Bar Soap 135g	15	piece		
	The awarding of Contract/P.O. under this RFQ will be on a lump-sum basis, hence, 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.				

<b>Brand and Model</b>	:	_____	<b>Warranty</b>	:	_____
<b>Delivery Period</b>	:	_____	<b>Price Validity</b>	:	_____

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Tel. No.                      Telefax:

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*Printed Name / Signature / Date*  
*Tel. No. / Cellphone No. / E-mail Address*