



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.) : RFQ2025-02-003
Revised on :	Date: FEB 14 2025
Standard Form/Title: : REQUEST FOR QUOTATION	Office/End-User: FINANCE 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 submit your quotation duly signed by your representative not later than **10:00 A.M.** of **FEB 18 2025** 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 **P99,479.71**
9. Place of Delivery: **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 for Use in the Finance Section, Odiongan, Romblon				
1	Sticky Notes Stylish Film (Sign Here) 25 x 43mm	50	pad		
2	Sticky Note Pad, 76mm x 76mm (3" x 3")	30	pad		
3	Envelope, Expanding, Kraft Board for Legal	100	pc		
4	Envelope, Documentary, Legal (BROWN ENVELOPE)	50	pc		
5	Folder, tagboard Green (Legal), good quality	400	pc		
6	Folder, tagboard white (Legal), good quality	50	pc		
7	Photo Paper, A4 (20 Sheets) Water proof/Glossy, 180gsm	3	pack		
8	Paper Neon (sorbet yellow)	1	ream		
9	Tape, Transparent, width: 48mm (2")	10	roll		
10	Tape, Packaging, width: 48mm (2")	10	roll		
11	Marker, whiteboard, Black Chisel Pointed	12	pc		
12	Glue Stick	50	pc		
13	Correction Tape (5mm x10mm, Big)	50	pc		
14	Sign Pen Black (0.5) (My-Gel equivalent)	36	pc		
15	Sign Pen Blue (0.5) (My-Gel equivalent)	60	pc		
16	Sign Pen Green (0.5) (My-Gel equivalent)	84	pc		

17	Highlighter	60	pc		
18	Scissor 7"	10	pc		
19	Glue Gun	1	pc		
20	Tape, Dispenser, table top for 24mm width tape	5	pc		
21	Paper Trimmer (Monolith) 2-in-1 Guillotine and 3 Blade	1	pc		
22	Ruler(12") heavy duty	10	pc		
23	Puncher, paper, heavy duty with two hole guide	6	pc		
24	Stamp Dater & stamping Machine, heavy duty (8digits)	2	pc		
25	Arch File with logo (Legal)	100	pc		
TOTAL					
Purpose:	For use in Finance Section.				
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			Printed Name/Signature/Date		
Email Address: alag.celestial@dpwh.gov.ph			Tel. No./Cellphone No./E-mail Address		