



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.)	: RFQ2025-02-008
Revised on	:	Date:	FEB 14 2025
Standard Form/Title:	: REQUEST FOR QUOTATION	Office/End-User:	ASSISTANT DISTRICT ENGINEER'S 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 **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 **74,876.74.**
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 the Assistant District Engineer's Office, Odiongan, Romblon				
1	Alcohol, ethyl, 68%-72%, scented, 500ml	18	bottle		
2	Sticky Note, 76mm x 76mm (3" x 3") (D3-5 Stationary) (100 sheets)	60	pad		
3	Sticky Note, 50mm x 76mm (2"x3")	12	pad		
4	Bond Paper, subs.20 A3 (70gsm)	5	ream		
5	Bond Paper, subs.20 A4 (70gsm)	60	ream		
6	Bond Paper, subs.20 Legal (70gsm)	5	ream		
7	Paper Pad, Yellow size: 216mm x 330mm (good quality)	2	pad		
8	Book, Record, 500 pages size: 214mm x 278mm	10	book		
9	Toilet Tissue Paper, 2-ply, 100% recycled	30	roll		
10	Battery, dry cell, AA, 2 pieces per blister pack	18	pack		
11	Battery, dry cell, AAA, 2 pieces per blister pack	12	pack		
12	Battery, alkaline cell, AA, 2 pieces per blister pack	18	pack		
13	Staple Wire, Standard (26/6) No.35	6	box		
14	Tape, Masking, width: 24mm (1")	6	roll		
15	Tape, Transparent, width: 24mm(1")	6	roll		
16	Paper Clip, vinyl/plastic coated, length: 25mm	18	box		
17	Paper Clip, vinyl/plastic coated, length: 48mm	12	box		
18	Ballpen, Black (0.5) Pilot equivalent	30	pc		
19	Ballpen, Blue (0.5) Pilot equivalent	30	pc		



20	Binder Clip 25mm (1")small	20	box		
21	Binder Clip 41mm(1-5/8"/medium)	20	box		
22	Binder Clip 51mm(2")/large)	20	box		
23	Envelope, Documentary, Legal (BROWN ENVELOPE)	60	pc		
24	Eraser, Rubber (BIG)	6	pc		
25	Folder, tagboard white (Legal), good quality	60	pc		
26	Tissue, interfolded paper tower	24	pack		
27	Pencil (Steadtler equivalent)	6	pc		
28	Sign Pen (0.8) Eco friendly Blue	36	pc		
29	Tape, Double Sided 1/2"	6	roll		
30	Tape, Double Sided 1"	6	roll		
31	Arch File with logo (A4)	24	pc		
32	Ruler, Plastic (12")	3	pc		

**TOTAL**

Purpose: For ADE's Office Use.

**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](mailto:alag.celestial@dpwh.gov.ph)

Printed Name/Signature/Date

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