



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



Name of Procuring Entity	: DPWH-RDEO	Request for Quotation (P.R. No.)	: RFQ2025-02-009
Revised on	:	Date:	FEB 14 2025
Standard Form/Title:	: REQUEST FOR QUOTATION	Office/End-User:	CONSTRUCTION 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 **886,050.45**.
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 Construction Section, Odiangan, Romblon				
1	Alcohol, ethyl, 68%-72%, scented, 500ml	120	bottle		
2	Stamp Pad Ink, purple or violet, 30ml	4	bottle		
3	Carbon Film, PE, Black 216mm x 330mm	3	box		
4	Sticky Note, 50mm x 76mm (2" x 3")	24	pad		
5	Sticky Note, 76mm x 100mm (3" x 4")	36	pad		
6	Sticky Note Pad, 76mm x 76mm (3" x 3")	36	pad		
7	Bond Paper, subs.20 A4 (70gsm)	600	ream		
8	Bond Paper, subs.20 A3(70gsm)	300	ream		
9	Paper Pad, Rainbow, size: 216mmx 330mm (good quality)	6	pad		
10	Book, Record, 500pages size: 214mm x 278mm	60	book		
11	Toilet tissue Paper, 2-ply, 100% recycled	144	roll		
12	Battery, dry cell, AA, 2 pieces per blister pack	36	pack		
13	Battery, dry cell, AAA, 2 pieces per blister pack	24	pack		
14	Glue, multi-purpose, gross weight: 250grams	24	pc		
15	Staple Wire, Standard (26/6) No.35	12	box		
16	Tape, Masking, width: 24mm (1")	12	roll		
17	Tape, Transparent, width: 24mm (1")	12	roll		
18	Correction Tape (5mm x 10mm, Big)	24	pc		

19	Marker, Whiteboard, Black	24	pc		
20	Marker, Permanent, Bullet Type, Black	36	pc		
21	Marker, Permanent, Bullet Type, Blue	24	pc		
22	Paper Clip, vinyl/plastic coated, length: 25mm	36	box		
23	Paper Clip, vinyl/plastic coated, length: 48mm	24	box		
24	Rubber Band, 70mm min lay flat length (#18)	2	box		
25	Cutter Blade, heavy duty	4	pack		
26	Cutter Knife	4	pc		
27	Pencil Sharpener, Manual single cutter head	4	pc		
28	Puncher, Paper, heavy duty with two hole guide	4	pc		
29	Scissor 7"	4	pc		
30	Stapler, with remover, heavy duty No.35	4	pc		
31	Ballpen, Black (0.5) good quality	400	pc		
32	Binder Clip 25mm (1") small	30	box		
33	Binder Clip 41mm (1-5/8" medium)	30	box		
34	Binder Clip 51mm (2")/large	30	box		
35	Envelope, Documentary, Legal (Brown Envelope)	200	pc		
36	Envelope, Expanding, Kraft Board for Legal	200	pc		
37	Eraser, Rubber (Big)	24	pc		
38	Book, Field, Good quality	200	book		
39	Folder,tagboard white (legal), good quality	200	pc		
40	Fastener, Plastic Regular size, heavy duty	8	box		
41	Photo Paper, A4 (20 sheets) Water proof/ Glossy, 180gsm	30	pack		
42	Paper Sticker, A4 (20 sheets)	12	pack		
43	Tissue, interfolded paper towel	120	pack		
44	Pencil No. 2, good quality	100	pc		
45	Pencil, Staedler	100	pc		
46	Sign Pen (0.8) Eco Friendly Black	200	pc		
47	Tape, Double Sided 1/2"	24	roll		
48	Tape, Double Sided 1"	24	roll		
49	Air Freshener Spray 250ml	12	bottle		
50	Air Freshener ,Gel 180g	24	pc		
51	Toilet Bowl Cleaner (Tuff equivalent) 1000ml	24	bottle		
52	Dishwashing Liquid (Joy equivalent) 250ml	24	bottle		
53	Facemask LVTA (50Pieces/box)	50	box		
54	Multi-insect Killer (Odorless) 300ml	6	can		
55	Ink, Epson 001 Black (Original)	100	bottle		
56	Ink, Epson 001 Cyan (Original)	80	bottle		
57	Ink, Epson 001 Magenta (Original)	80	bottle		
58	Ink, Epson 001 Yellow (Original)	80	bottle		
59	Paper Shredder	2	unit		

TOTAL

Purpose: For Use in Construction Section.

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

Brand and Model: _____
Delivery Period: _____

Warranty: _____
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