



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.)	: RFQ2025-02-010
Revised on	:	Date:	FEB 14 2025
Standard Form/Title:	: REQUEST FOR QUOTATION	Office/End-User:	QUALITY ASSURANCE 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 **497,604.05.**
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 Quality Assurance Section, Odiongan, Romblon				
1	Alcohol, ethyl, 68%-72%, scented, 500ml	100	bottle		
2	Arch File with logo (A4)	210	pc		
3	Ballpen, Black (0.5) good quality	400	pc		
4	Battery, dry cell, AA, 2 pieces per blister pack	30	pack		
5	Battery, dry cell, AAA, 2 pieces per blister pack	15	pack		
6	Binder Clip 25mm (1")small	60	box		
7	Binder Clip 41mm(1-5/8"/medium)	100	box		
8	Binder Clip 51mm (2"/Large)	100	box		
9	Bond Paper, subs.20 A4 (70gsm)	400	ream		
10	Bond Paper, subs.20 Legal (70gsm)	10	ream		
11	Book, Field, Good quality	14	book		
12	Correction Tape (5mm x 10mm, Big)	80	pc		
13	Envelope, Documentary, Legal (Brown Envelope)	80	pc		
14	Envelope, Documentary, Short (Brown Envelope)	40	pc		
15	Envelope, Expanding, Kraft Board for Legal	150	pc		
16	Fastener, Plastic Regular size, heavy duty	200	box		
17	Folder, Expanded Legal	200	pc		



18	Folder, tagboard white (legal), good quality	200	pc		
19	Index Tab, rainbow color (7 colors, 175 tabs each)	15	pack		
20	Ink, Epson 008 Black (Original)	40	bottle		
21	Ink, Epson 008 Cyan (Original)	10	bottle		
22	Ink, Epson 008 Magenta (Original)	10	bottle		
23	Ink,Epson 008 Yellow (Original)	10	bottle		
24	Maintenance Box (C9345)	6	pc		
25	Marker, Permanent, Fine Black	12	pc		
26	Paper Clip,vinyl/Plastic coated, length: 48mm	30	box		
27	Paper Clip, vinyl/ plastic coated, length: 50mm	30	box		
28	Paste with Spreader	5	jar		
29	Pencil No. 2. good quality	288	pc		
30	Photo Paper, A4 (20 sheets) Water proof/Glossy, 180gsm	200	pack		
31	Scissor 7"	6	pc		
32	Sign Pen Black (0.5)	60	pc		
33	Staple Wire, Standard (26/6) No.35	20	box		
34	Stapler, With remover, heavy duty No.35	6	pc		
35	Tape, Double sided 1"	20	roll		
36	Tape, Double sided 2"	20	roll		
37	Tape, Double sided 1" with foam	10	roll		
38	Tape, Magic (18mm x 25mm)	8	roll		
39	Tape, Masking width:24mm (1")	8	roll		
40	Tape, Packaging width:48mm(2")	8	roll		
41	Tape Transparent width:24mm(1")	8	roll		
42	Tissue, interfolded paper towel	120	pack		
43	Toilet Tissue Paper, 2-ply, 100% recycled	80	roll		
44	Tying Straw (Plastic Twine)	2	kg		
45	Measuring wheel	6	unit		

**TOTAL**

**Purpose:** For use in preparation of various reports and other pertinent documents/communications of Quality Assurance Section (QAS)

**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