



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.)	: RFQ2025-02-011
Revised on	:	Date	: FEB 14 2025
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End-User/s	: ADMINISTRATIVE 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 **228,319.93.**
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 Admin, Cash Unit and Supply Unit, Odiongan, Romblon				
1	Envelope, Documentary, Legal (Brown Envelope)	50	pc		
2	Envelope, Documentary, Short (Brown Envelope)	100	pc		
3	Bond Paper, subs.20 A4 (70gsm)	25	ream		
4	Bond Paper, subs.20 Legal (70gsm)	100	ream		
5	Ballpen, Black (0.5) Pilot equivalent	100	pc		
6	Ballpen, i-Gel Black (0.5)	100	pc		
7	Folder, Tagboard white (Legal), Good quality	300	pc		
8	Envelope, Expanding, Kraft board for legal	200	pc		
9	Metal Rack Book Organizer (4 tier)	5	pc		
10	Correction Tape (5mm x 10mm, Big)	12	pc		
11	Staple wire, standard (26/6) no. 35	10	box		
12	Alcohol, ethyl, 68%-72%, scented, 500ml	100	bottle		
13	Tissue, interfolded paper towel	150	pack		
14	Toilet Tissue Paper, 2-ply, 100% recycled	100	roll		
15	Binder Clip 25mm (1")small	100	box		
16	Binder Clip 41mm(1-5/8"/medium)	100	box		
17	Binder Clip 51mm(2"/large)	100	box		

18	Paper Clip, vinyl/plastic coated, Length: 25mm	50	box		
19	Paper Clip, vinyl/plastic coated, length: 50mm	50	box		
20	Scissor 7"	2	pc		
21	Highlighter	2	pc		
22	Multi purpose Metal Pen Holder	6	pc		
23	Staple Wire Remover, plier type (heavy duty)	4	pc		
24	Sticky Note pad, 76mm x 76mm (3" x 3")	20	pad		
25	Tape, Masking, width: 24mm (1")	100	roll		
26	Tape, Double Sided 1"	130	roll		
27	Tape, Transparent, width: 24mm (1")	100	roll		
28	Arch File with Logo (Legal)	100	pc		
29	Calculator, 12 digit	1	pc		
30	Paste Stick (big)	10	pc		
31	Paper Sticker, A4 Matte (20 sheets)	50	pack		
32	Tape, Packaging, width: 48mm (2")	20	roll		
33	Packaging Dispenser, Heavey Duty Metal	2	pc		
34	Ink, Epson 001 Black (Orignal)	5	bottle		
35	Ink, Epson 001 Cyan (Orignal)	5	bottle		
36	Ink, Epson 001 Magenta (Orignal)	5	bottle		
37	Ink, Epson 001 Yellow (Orignal)	5	bottle		
38	Sign Pen Black (0.5)	24	pc		
				TOTAL	
Purpose:	For use in Admin, Cash Unit, and Supply Unit in the preparation of various documents.				
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		