



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**Southern Leyte 1st DISTRICT ENGINEERING OFFICE**  
Ibarra, Maasin City, Southern Leyte



Name of Procuring Entity: DPWH-SLDEO	(P.R. No.)/Contract ID No. :
Revised on :	Date :
Standard Form/Title REQUEST FOR QUOTATION	Office/End User: DPWH-SLDEO
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 10:01 A.M. of \_\_\_\_\_ in the return envelope attached herewith, to the Goods & Services Division, Procurement Services, DPWH-SLDEO, Maasin City.

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written.
2. Delivery period within 30 days upon receipt of the approved funded Purchase Order (P.O). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation. (Income Tax Return and Omnibus Sworn statement for Procurement using the method of Small Value Procurement)
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P 428,008.00**

  
**CLAUDINE JHEAN M. ARNAIZ**  
BAC Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper A4,US(Multicopy S20x210 mmx297 80 gsm	500	rms.		
2	Service Card 1/2 size	500	piece		
3	Puncher heavy duty	6	piece		
4	scissors heavy duty	12	piece		
5	cutter heavy duty	12	piece		
6	Tape Dispenser	2	piece		
7	Hp 680 colored	12	piece		
8	Folder long (100 pcs per pack)	6	pack		
9	masking tape 1"	36	rolls		
10	masking tape 2"	36	rolls		
11	Canon 790 black	12	btls		
12	Canon 790 cyan	6	btls		
13	Canon 790 magenta	6	btls		
14	Canon 790 yellow	6	btls		
15	Paper Fastener metal/plastic	36	bxs		
16	scotch tape 1/2"	36	rolls		
17	scotch tape 1"	24	rolls		
18	Packaging tape 2"	36	rolls		
19	Epson 008 black	6	btls		
20	Epson 008 cyan	6	btls		
21	Epson 008 magenta	6	btls		
22	Epson 008 yellow	6	btls		
23	Bond Paper long/US multicopy S20legal 216 mm x 330 mm	100	rms		
24	Battery AAA	36	packs		
25	Battery AA	36	packs		

26	Alcohol (gal/4 liters)	6	gals		
27	Trash bag (XXL)	100	rolls		
28	Recordbook 300 pages	50	piece		
29	USB-16gb	36	piece		
30	External Hard Drive 1TB	12	piece		
31	Toilet bowl cleaner	12	btls		
32	Pilot pen broad black/blue 12 pcs.bx	12	bxs		
33	Pilot pen fine black/blue 12 pcs.bx	12	bxs		
34	Epson 003 black	12	btls		

Brand and Model \_\_\_\_\_

Delivery Period \_\_\_\_\_

*After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur*

\_\_\_\_\_  
Printed Name / Signature / Date

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

Website: [www.dpwh.gov.ph](http://www.dpwh.gov.ph)  
[dpwhsldeo@gmail.com](mailto:dpwhsldeo@gmail.com)

