



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CORDILLERA ADMINISTRATIVE REGION**  
Engineers Hill, Baguio City



**Shopping [Section 52.1 (b)]**

Name of Procuring Entity: DPWH-CAR Regional Office Request for Quotation: 24GP00126

Standard Form/Title: REQUEST FOR QUOTATION Office/End user: QAHD

COMPANY NAME :


ADDRESS :

TEL. NO./FAX NO.: TIN No.

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 2:00pm of 09 SEP 2024 in the return envelope attached herewith, to the BAC Chairman, DPWH-CAR Regional Office.

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written.
- Delivery period within **15 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.
- Warranty shall be for a minimum of three months for supplies & materials; one year for equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- For all Suppliers, the two (2) envelope system will be followed. The first envelope shall contain the following eligibility document/s:  
(A) PhilGEPS Platinum Certificate (Certified Copy) or PhilGEPS Registration Number; and  
(B) Mayor's Permit (Certified Copy);  
The second envelope which will contain the quotation shall only be opened after the first is declared complying.
- Bidders shall submit original brochures showing certifications of the product if applicable.
- Please indicate the brand for each items being offered in order to evaluate conformity with specifications.
- Suppliers must have a physical office/shop with trade name displayed and inventory of supplies / goods.
- The approved budget ceiling for this procurement is **Php 329,445.00**
- Source of Fund: \_\_\_\_\_

  
**LEO T. MUSTARD**  
BAC Chairman  
RBP  
JBL  
PAOD  
FOM

Item no	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	<b>24GP00126 - Procurement of Various Office Supplies for use of Hydrology Section, Quality Assurance and Hydrology Division in relation to hydrologic data gathering relative to testing and quality control</b>				
1	Ink Bottle, Epson 001, Black	15	pcs.		
2	Ink Bottle, Epson 001, Cyan	15	pcs.		
3	Ink Bottle, Epson 001, Magenta	15	pcs.		
4	Ink Bottle, Epson 001, Yellow	15	pcs.		
5	Paper, multicopy, A2, ultra white, 80 gsm (20	5	packs		
6	Colored Paper, A4 size, 120 gsm (20 sheets/pack)	20	packs		
7	Colored Papers, legal size, 120 gsm (20 sheets/pack)	20	packs		
8	Customized Binder, legal size with hard cover and thickness of 2.55mm and file with radolock, ring pocket, and 3 colored logo on spine expansion of at least 70mm with white background (width-280mm),length 350mm) DPWH blue as prescribed by Central Office)	15	pcs.		
9	Customized Binder, legal size with hard cover and thickness of 2.55mm and file with radolock, ring pocket, and 3 colored logo on spine expansion of at least 50mm with white background (width-280mm),length 350mm) DPWH blue as prescribed by Central Office)	15	pcs.		
10	File organizer trapezoidal box (Cardboard material)	10	pcs.		
11	Ring binder, 24mmx1.2 (1"x44"),plastic	20	pc.		
12	Ring binder, 51mm(2"), plastic	20	pc.		
13	Duct tape, 2", 50 meters length	20	roll		



no	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
14	Calculator, Scientific, 10 Digits	6	unit		
15	Tape, double sided, .5", 10 meters length	30	roll		
16	Tape, double sided, 1", 10 meters length	30	roll		
17	Tape, transparent, 2", 50 meters length	20	roll		
18	Friction Pen	30	pcs.		
19	Sign Pen (0.50mm) black, (12pcs./box)	10	box		
20	Marking Pen, Permanent, Black, broad	60	pcs.		
21	Marking Pen, Permanent, Blue, broad	60	pcs.		
22	Marking Pen, Permanent, Black, fine	60	pcs.		
23	White Board Marker, Black, fine	30	pcs.		
24	White Board Marker, Blue, fine	30	pcs.		
25	Binder Clip, .5", (12pcs./box)	40	box		
26	Binder Clip, 1", (12pcs./box)	40	box		
27	Binder Clip, 1 1/2", (12 pcs./box)	40	box		
28	Binder Clip, 2", (12pcs./box)	30	box		
29	Binder Clip, 3", (12pcs./box)	30	box		
30	Ruler, big (stainless), 1 foot	15	pcs.		
31	Stamp Pad (Blue)	3	pcs.		
32	Paper fastener, plastic coated, 6"	20	box		
33	Paper Clip, plastic coated (small)	30	box		
34	Ballpen, Retractable, blue, (12pcs./box)	15	box		
35	Ballpen, Retractable, black, (12pcs./box)	20	box		
36	Ballpen, fine point, 0.3, black, (12pcs./box)	20	box		
37	Photo Paper, A4 size, glossy, 120 gsm (10pcs/pack)	40	packs		
38	Photo Paper, A4 size, matte, 120 gsm (10pcs/pack)	40	packs		
39	Sticker Paper, A4 size, matte, 120 gsm (10 pcs./pack)	20	packs		
40	Post-It-Pad 3"x5", (100 sheets/pack)	15	packs		
41	Post-It-Pad 3"x2", (100 sheets/pack)	15	packs		
42	Battery Size AAA ( 4 pcs./pack)	30	packs		
43	Battery Size AA ( 4 pcs./pack)	30	packs		
44	Sign Here Sticker, 125 sheets/pack, 5 colors, .5"	60	packs		
45	Glue (200gms)	15	pcs.		
46	Paint Brush, 4"	20	pcs.		
47	Paint Brush, 1/2"	20	pcs.		
48	9" Paint Roller with tray	20	pcs.		
49	Extension wire, 5 meters (universal)	8	pcs.		
50	B-600 4L White Quick Drying Enamel Paint	20	Gallon		
51	Spray Paint, Red	20	can		
52	Spray Paint, Black	20	can		
53	Ink refill for stamp pad (blue)	1	bottle		
54	Puncher, heavy duty	5	pcs.		
55	Alcohol, 70% solution, ethyl, spray type, 500ml	30	pcs.		
56	Microfiber towel	20	pcs.		
57	4-ft. Fold-In-Half Table,(Open: L48xW24xH19-29in., Folded: L24xW24cm) (High-density polyethylene table top, Powder-coated steel frame)	2	pcs.		
58	Folding Chair, (L41xW40xH82cm)	8	pcs.		
59	Flash Drive/OTG,64 GB (3.0)	12	pcs.		
60	Tape Measure (5 meters)	8	pcs.		
61	USB Port (4 holes)	6	pcs.		
62	Maintenance Box for Epson L14150	6	pcs.		
63	Bulletin Board, White/Fabric with Aluminum Frame (3x5)	2	pcs.		
64	Twisting Disc (plastic material; Dimensions: 27x27x3cm)	2	pcs.		
65	Cut Resistance gloves	24	pcs.		

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) at prices note above. If the space for delivery Period, Warranty and Price Validity are left blank, it means disqualification.

Tel No. \_\_\_\_\_ Telefax: \_\_\_\_\_  
(074) 424 1018 (074) 444-8838  
[dpwhcarbacc@yahoo.com](mailto:dpwhcarbacc@yahoo.com)

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

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