

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CAPIZ 2ND
DISTRICT ENGINEERING OFFICE
Regional Office VI


Name of Procuring Entity	: DPWH-Capiz 2nd DEO	Request for Quotation (P.R. No.)	: 2024-10-0051
Revised on :	Date : October 24, 2024		
Standard Form/Title	: REQUEST FOR QUOTATION Office/End-User : 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 2:00 P.M. of Dec. 5, 2024 in the return sealed envelope attached herewith, to the Bids and Awards Committee Office, Capiz 2nd District Engineering Office, Dumalag, Capiz.

PROCUREMENT OF OFFICE SUPPLIES & CONSUMABLES TO BE USED IN THE OFFICE OF THE DPWH CAPIZ 2ND DISTRICT ENGINEERING OFFICE.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within 15 CD 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-EPIS Registration Certificate/Mayor's Permit/DTI/Omnibus sworn statement shall be attached upon submission of the quotation.
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 Php 997,830.00


SHERWIN I. GALLEROS
BAC Chairman

Handwritten initials

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Air Freshener Gel 180G.	60	tub.		
2	Alcohol, Ethyl / Isopropyl 70%	30	gal.		
3	Air Freshener Spray 320ml.	50	bot.		
4	Envelope, expanding, legal size 100 pcs/box	3	box		
5	Correction tape	100	pcs.		
6	Folder, long (white) 100 pcs/bundle	20	bundle		
7	Fastener, plastic 50 sets/box	30	box		
8	Marker, Flourescent, assorted color	100	pcs.		
9	Notepad, stick-on "3x3", 100 sheets per pad	50	pad		
10	Notepad, stick-on "3x4", 100 sheets per pad	50	pad		
11	Sticker sign here	80	pad		
12	Record book 300 pages	10	pcs.		
13	Record book 500 pages	10	pcs.		
14	Paper, Multi-Purpose (Copy) A4	350	ream		
15	Paper, Multi-Purpose (Copy) A3	50	ream		
16	Paper,Multi-Purpose (Copy) A4, Green	10	ream		
17	Paper, Multi-Purpose (Copy) A4, Pink	10	ream		
18	Paper, Multi-Purpose (Copy) Long	100	ream		
19	Paper, Multi-Purpose (Copy) 8 1/2" X 11" 80 GSM, 250 Per Sheet Green	20	ream		
20	Marker Permanent Bullet Type, Black	24	pcs.		
21	Marker, Whiteboard, Black	24	pcs.		
22	Double Sided Tape 1"	30	pcs.		
23	Paper Clip, 32mm	20	box		
24	Paper Clip, 48mm	30	box		
25	Ballpen, Black 0.5	800	pcs.		
26	Sign Pen, Blue 0.7	600	pcs.		
27	Pencil Lead w/ Eraser, 1 dozen w/ box #2	60	box		
28	Sticker Paper (A4 Size Matte 20pcs/ Pack)	80	pack		
29	Toilet Tissue Paper	1,500	pcs.		
30	Ductape	50	pcs.		
31	Detergent Powder All Purpose, 500grams	80	pouch		
32	Dishwashing Paste (Big)	80	pcs.		
33	Disinfectant Bleaching Solution	20	gal.		
34	Disinfectant Air Freshener Spray 510g	50	bot.		
35	Insect Killer Spray 500ml	10	bot.		

36	Fabric Conditioner (Big) 9000ml	30	bot.		
37	Garbage Bag (Large) 10s/Roll	60	roll		
38	Glass Cleaner 500ml	20	bot.		
39	Soap, Bathroom	20	box		
40	Liquid Hand Soap 750ml	50	bot.		
41	Ruler Plastic	30	pcs.		
42	Puncher (Heavy Duty) Big	10	pcs.		
43	Scissors	30	pcs.		
44	Stapeler (Heavy Duty) Max-50F(Big) w/ Remover	10	pcs.		
45	Flash Drive, 16 GB	20	pcs.		
46	Flash Drive, 32 GB	30	pcs.		
47	Flash Drive, 64 GB	20	pcs.		
48	Binder Clip (Small) (25mm)	20	box		
49	Binder Clip (Medium) (32mm)	50	box		
50	Binder Clip (Big) (51mm)	50	box		
51	Brother LC3619XL Ink Black	60	Cartridge		
52	Brother LC3619XL Ink Cyan	30	Cartridge		
53	Brother LC3619XL Ink Yellow	30	Cartridge		
54	Photo Paper	60	pcs.		
55	Steel Tape 10m	15	pcs.		
56	Mouse w/ Wire	5	pcs.		
57	Staple Wire Remover (Heavy Duty)	30	pcs.		
58	Eraser, Plastic or Rubber	20	pcs.		
59	Envelope, expanding, Plastic (Long)	50	pcs.		
60	Glue 130 G	24	pcs.		
61	Toilet Deodorant Cake 50gram	60	pcs.		
62	Strawless (Big Roll)	10	roll		
63	Doormat	50	pcs.		
64	Staple Wire #35 (Bronze)	60	box		
65	Mop Twist	10	unit		
66	Cleanser Toilet Bowl Cleaner (900ml)	50	bot.		
67	Rubber Bond (Big)	15	box		
68	Calculator, Electronic 12 Digits Cap	20	unit		
69	Flexible Extension Wire 10m	10	pcs.		
70	Stamp pad Ink, Red 50ml	5	pcs.		
71	Stamp pad Ink, Green 50ml	5	pcs.		
72	Stamp pad Ink, Blue 50ml	5	pcs.		
73	Paper Cutter Board A4 Size Heavy Duty	2	pc.		
74	Folder Expanded Green Long Size	100	pcs.		
75	Battery Dry Cell, AA2 (4pcs/pack)	50	pack		
76	Battery Dry Cell, AAA (4pcs/pack)	50	pack		
77	Brother Ink BT D60 Black 108.0ml	20	bot.		
78	CarbonFilm Blue (Long Size)	10	box		
79	Wall Clock	5	pcs.		

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 with the Terms and Conditions specified by DPWH.

Printed Name / Signature / Date

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