



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila



Name of Procuring Entity :	Request for Quotation (P.R. No.):	2C-0099-0405-23
Revised on:	Date: January 22, 2024	ABC: Php59,440.00
Standard Form/Title : REQUEST FOR QUOTATION	Office/End-User:	Office of the Undersecretary
Mode of Procurement : Shopping (b)		ERIC A. AYAPANA
COMPANY NAME :	PHILGEPS No.:	
ADDRESS :	TCC No.:	
TEL./FAX NUMBER :	TIN:	

Please submit your quotation for the item(s) listed below, which may be submitted in person at Room 503, Bidding Room, Procurement Service, 5th Floor, DPWH Bldg., Bonifacio Drive, Port Area, Manila, or thru registered mail, facsimile or mail, not later than 9:00 A.M. of Jan. 31, 2024.

Quotation may be submitted open or sealed and should be duly signed by the firm's owner or authorized representative subject to the terms and conditions, hereof.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within **15 working 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 from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration Number and Mayor's Permit shall be attached upon submission of the quotation.
DTI /SEC and Latest Tax Clearance shall be submitted before the award of Purchase Order (P.O.).
6. Bidders must quote for all of the items. Any erasure, correction or alteration made by the bidders in any of the items shall render the bid non-complying, hence, a ground for disqualification.
7. The DPWH reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.


MARICHU A. PALAFOX, CESO II

Assistant Secretary for Support Services
Chairperson, BAC for Goods

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Binder clip, black 1 1/4" 12S	50	box		
2	Binder clip, black 1" 12S	50	box		
3	Binder Clip, black, 3/4" 12S	50	box		
4	Binder Clip, black 2" 12S	50	box		
5	Click Folder, 15pts glossy white, 5S, Legal	30	pack		
6	Click Folder, 15pts glossy white, 5S, Letter	30	pack		
7	Click Folder, kraft, white, 5S, Legal	30	pack		
8	Click Folder, kraft, white, 5S, Letter	30	pack		
9	Expanding Envelope, Brown, Legal	50	piece		
10	Document Envelope, 150LBS, 10S, Letter	20	pack		
11	Paper Clips, Vinyl, Coated, Assorted, 33MM, 100S	50	box		
12	Staple Wire #35, 1005nx n26/6, 5000 pcs per box	5	box		
13	Sign Pen, Black, 0.5mm	30	piece		
14	Permanent Marker, fine, black	20	piece		
15	Sticky Notes, 2X3" , yellow 100sheets per pad	20	pad		

14	Permanent Marker, fine, black	20	piece		
15	Sticky Notes, 2X3" , yellow 100sheets per pad	20	pad		
16	Sticky Notes, 3X3" , yellow 100sheets per pad	50	pad		
17	Sticky Notes, 3X4" , yellow 100sheets per pad	30	pad		
18	Tape, 24mm, Clear, roll	20	roll		
19	Tape, 48mm, Clear, roll	20	roll		
20	Tape, Masking, Cream, 12mm x 20y	20	roll		
21	Tape, Masking, Cream, 24mm x 20y	20	roll		
22	Tape, Masking, Cream, 48mm x 20y	10	roll		
23	Tape, Packaging, Clear, 48MMX100M	20	roll		
24	Correction Tape, 8mx5mm	20	piece		
25	Glue White, Multi-Purpose, 130G	10	bottle		
26	Puncher, 2 hole, 139 7CM, 30 sheets	1	piece		
27	Bond Paper, Legal, 80GSM, 500pcs per ream	50	ream		
28	Bond Paper, A4, 80GSM, 500pcs per ream	50	ream		
29	Ink for Stamp Pad, 30ml, black	5	bottle		
30	Staple Remover, heavy-duty, silver	10	piece		
31	Portable Hard Drive 3.0 SATA, 1TB	1	piece		
32	Flash Drive 790 USB 2.0, 64 GB	3	piece		
33	Wooden Pencil with eraser, 12 pcs per box, No. 1	3	box		
34	Record Book, 300 pages	5	piece		
35	Fastener, metal, Assorted color, 50pcs per box	5	box		
	TOTAL AMOUNT (Php)				
	Please specify total amount in words (Php)				

● Brand Name & 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 with the Terms and Conditions specified by DPWH.

alibin.mikko paulo@dpwh.gov.ph

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

12.1.3 CLD/MPOA

Tel. No(s).: 5304-3000 / (02) 165-02

