



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




Name of Procuring Entity :	Request for Quotation (P.R. No.):	2C-0115-0399-23C
Revised on:	Date: January 23, 2024	ABC: Php843,785.50
Standard Form/Title: <b>REQUEST FOR QUOTATION</b>	Office/End-User: PrS-GSD, LEGAL SERVICE,	
Mode of Procurement: <b>Shopping (b)</b>	OFFICE OF ASEC. BUENO	
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 E-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 **30 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 and one (1) year for Equipment 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
	<b>LOT A - C-0115-0399-23 (GOODS AND SERVICES DIVISION)</b>				
1	Envelop, expanding , kraft, 100pcs/box, color: Blue	1	box		
2	Glue Stick, all-purpose, 6g (0.21 oz)	30	pc		
3	Marker, permanent, black, broad, refillable, dries instantly	50	pc		
4	Marker, permanent, blue, 1.0mm	50	pc		
5	Marker, ink, black, dries instantly	50	btl		
6	Sticky note, 2 x3, color: neon/fluorescent	100	pad		
7	Tape, masking, 24mm x 30m	50	roll		
8	Tape, masking, 48mm x 30m	50	roll		
9	Tape, packaging, 48mm x 30m	50	roll		
10	Tape, transparent, 24mm x 30m	50	roll		
11	Tape, transparent, 48mm x 30m	50	roll		
12	Tissue, bathroom, 3 ply, eco player, laminated	40	pack		

	100% virgin pulp, 3 ply x 200 pulls = 600 sheets (600 sheets/roll) (12 rolls/pack)				
13	HDMI Cable (High-speed), 10 meters	3	roll		
14	Extension wire (3000 watts), 5 outlets & USB outlets	2	roll		
15	Microphone for recording and streaming, compatible for MC and Windows	1	pc		
16	Digital Voice Recorder, Easy HD Recording of Lecture and Meetings with Double Microphone, Noise Reduction Audio, 8GB Memory Storage capacity, Hardware Interface: USB	2	Unit		
17	Toner cartridge TN-3320 original for printer laser monochrome Brother HL-5450DN	3	cart		
<b>LOT B - C-0095-0401-23 (OFFICE OF ASEC. BUENO)</b>					
1	Heavy Duty Paper Shredder,	1	pc		
2	Laminating Machine,	1	pc		
3	Binding Machine,	1	pc		
4	Paper Cutter (Wood based trimmer, A4 size)	1	pc		
Please see attach Specifications					
<b>LOT C - C-0095-0400-23 (OFFICE OF ASEC. BUENO)</b>					
1	ALCOHOL, 70% Antiseptic Disinfectant, Moisturizer, Tea Tree Oil, 500ml	50	bottle		
2	CORRECTION TAPE, disposable, usable length of 6 meters (min), 5mm width	30	piece		
3	Brown Envelope Documentary ,A4 size, 50 pcs/ bundle	10	bundle		
4	Brown Envelope Documentary ,Legal size 50 pcs/ bundle	10	bundle		
5	Expanding Envelope with String Long Kraft	200	piece		
6	White letter/ mailing envelope, 10 pcs/bundle	50	bundle		
7	FASTENER, assorted color	30	Box		
8	FLASH DRIVE, 32GB capacity	10	piece		
9	Brown folder, A4 size	200	piece		
10	Brown folder, Legal size	200	piece		
11	GLUE,130 grams, multi-purpose, safe, Non-Toxic	10	piece		
12	MARKER, PERMANENT, black	40	piece		
13	MARKER, PERMANENT, blue	30	piece		
14	Vinyl Coated Paper Clip, 33mm, standard type, 150 pcs/box	100	box		
15	Vinyl Coated Paper Clip, 50mm, jumbo clip, 150pcs/box	100	box		
16	Binder Clip, Black, 1"	50	box		
17	Binder Clip, Black, 1 1/4"	50	box		
18	Binder Clip, Black, 2in	50	box		
19	PAPER, Multi-Purpose A4 size 70 GSM	70	ream		
20	PAPER, Multi-Purpose Legal size 70 GSM	70	ream		
21	PAPER, Multi-Purpose A3 size 70 GSM	50	ream		
22	Pencil Sharpener, heavy duty	3	piece		
23	Premium Wooden Pencil, 2B extra dark, 12pcs/box	15	box		
24	Puncher, heavy duty	3	piece		
25	Scissors, stainless steel 11" or 275mm (L)	5	piece		
26	SIGN PEN, Gel Impact RT Retractable Pen, black	50	piece		
27	SIGN PEN, Gel Impact RT Retractable Pen, blue	50	piece		
28	Liquid gel pen, 0.5mm, black, 12 pcs per box	50	box		
29	Liquid gel pen, 0.5mm, blue, 12 pcs per box	50	box		
30	Liquid gel pen, 0.5mm, green, 12 pcs per box	50	box		
31	Liquid gel pen, 0.5mm, red, 12 pcs per box	50	box		
32	STAPLER REMOVER, Plier Type	10	piece		
33	STAPLER, with staple remover, standard type	10	piece		
34	STAPLER, Wire, Standard	50	box		
35	Tape, Clear, 12mm x 30m	50	roll		

36	Tape, Clear, 18mm x 30m	50	roll		
37	Tape, Masking, 24mm, Color: White	50	roll		
38	Tape, Masking, 48mm, Color: White	50	roll		
39	Tape, Double sided, 12mmx10m, Color: White	50	roll		
40	Tape Dispenser, heavy duty	3	piece		
41	Tissue Paper, 3ply, (4 rolls/pack)	30	pack		
42	Trashbag, Black, Medium size, high quality (100 pcs/pack)	10	pack		
43	Trashbag, Black, Large size, high quality (100 pcs/pack)	10	pack		
44	Sticky Note Pad, 3x3, 100s, color Pink	100	piece		
45	Sticky Note Pad, 3x5, 100s, color Pink	100	piece		
46	Sticky Note Pad, 2x3, 100s, color Pink	100	piece		
47	Sticky Note Pad, 1.5"x1.5" 75 GSM, color Pink	100	piece		
48	Tape Flag (SIGN HERE), Yellow, 25x43mm, 12 pcs per box	50	box		
49	Photo Paper, A4 Size, glossy, waterproof, 180gsm 20sheet/pack)	50	pack		
50	Photo Paper, Legal Size, glossy, waterproof, 180gsm 20sheet/pack)	40	pack		
51	Sticker Paper, Legal Size, white, 20pcs/pack	50	pack		
52	Ruler plastic 18 inch, 45mm	10	piece		
53	Rubber bond, high quality, flat 50 grams, 100% rubber	5	box		
54	BATTERY, dry cell, AA, super heavy duty, by 4, 20pcs/pack	50	pack		
55	DISHWASHING LIQUID, concentrated, 800 ml	10	bottle		
56	DISHWASHING LIQUID, refill, concentrated, 800 ml	40	pack		
57	Laminating Film, A4 size 80x110 250 micron, 100pcs per pack	5	pack		
58	Hard drive, 1 Terabyte	6	pc		
59	Mobile printer ink, 62XL tricolor orig ink cartridge, Officejet 200	10	pc		
60	Mobile printer ink, 62XL black orig ink cartridge, Officejet200	10	pc		
61	CUSTOMIZED BINDER w/ hard cover, BLUE, A4 Size	100	piece		
62	CUSTOMIZED BINDER w/ hard cover, BLUE, Legal Size	50	piece		
63	Room and linen spray, cotton blossom, 1 Liter	50	bottle		
64	Room and linen spray, eucalyptus, 1 Liter	30	bottle		

#### LOT D - C-0300-0336-23 (LEGAL SERVICE)

1	<b>EXHAUST FAN</b> , Ceiling Mounted, size: 250mm (10"), case size: 28.5 x 15.6 x 28.5 (cm), Voltage: 230V, Frequency: 60Hz, Net Weight: 1.6 kg, Climate: Class T, Consumption: 30watts, anti vibration mounting, thermal fuse, shock resistant installation dimension: 25cm x 25cm	7	box		
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#### LOT E - C-0300-0338-23 (LEGAL SERVICE)

2	<b>ALCOHOL</b> , Isoprophyl with moisturizer, 70%	15	gallon		
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#### TOTAL AMOUNT (Php)

Please specify total amount in words (Php)

Please specify brand names & model, if applicable.

• Brand Name & 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 that I concur with the Terms and Conditions specified by DPWH.**

Tel. No. 304-3530      Telefax: 304-3108/3208/3188

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Signature Over Printed Name/Date

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

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