



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

Manila



Name of Procuring Entity : Request for Quotation (P.R. No.): **2C-0900-0323-23C**  
Revised on: Date: **January 24, 2024** **ABC: Php451,750.00**

Standard Form/Title: **REQUEST FOR QUOTATION**

Office/End-User: **BRS,CSD-PrS,PPPS,  
Office of U/S LAPUZ**

Mode of Procurement: **Shopping (b)**

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.
8. Bidders shall submit a proposal on each items and evaluation and award of contract will be undertaken on a lump sum basis

  
**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-0900-0323-23 (Bureau of Research and Standards)</b> |  |      |        |            |             |
| <b>INVENTORY/Common Office Supplies and Equipment</b>            |  |      |        |            |             |
| 1  | DIGITAL VOICE RECORDER, with USB, Memory: 4gb, expandable          | 2    | unit   |            |             |
| 2  | LASER POINTER WITH CLICKER, Dimension: 130 x 38 x 28mm (L x W x H) | 3    | piece  |            |             |
|  | 2.4GHz wireless technology, 1.5V AAA batteries x 2                 |      |        |            |             |
| 3  | PAPER, NOTEPAD, STICK ON, (50mm x 50mm), (3"x3"), 100 sheets/pad   | 100  | pad    |            |             |
| 4  | PARCHMENT PAPER, A4 Size, 80gsm, 100 pcs/pack                      | 100  | pack   |            |             |
|  | <b>SUBTOTAL AMOUNT (Php)</b>                                       |      |        |            |             |
| <b>Lot B- C-0115-0241-23 (CONSULTING SERVICES DIVISION, PrS)</b> |  |      |        |            |             |
| 1  | ALCOHOL, Isoprophyl, 70% Solution                                  | 7    | gallon |            |             |
| 2  | Ballpoint pen, color: blue, good quality                           | 60   | piece  |            |             |
| 3  | Ballpoint pen, color: black, good quality                          | 60   | piece  |            |             |
| 4  | Ballpoint pen, color: red, good quality                            | 60   | piece  |            |             |
| 5  | Notepad, post it, 4" x 4", 90 sheets/pad                           | 40   | pad    |            |             |
| 6  | TAPE, masking; 3/4", 18mm  | 20   | roll   |            |             |
|  | <b>SUBTOTAL AMOUNT (Php)</b>                                       |      |        |            |             |



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Name of Procuring Entity :

Request for Quotation (P.R. No.):

C-0900-0323-23

| Item No.   | ITEMS and DESCRIPTION  | QTY. | UNIT   | UNIT PRICE | TOTAL PRICE |
|--|--|------|--------|------------|-------------|
| <b>Lot C- C-0900-0271-23 (Bureau of Research and Standards)</b>                          |  |      |        |            |             |
| <b>INVENTORY/Common Office Supplies and Equipment</b>                                    |  |      |        |            |             |
| 1  | CERTIFICATE FRAME, Size: 70cm x 50cm, front: glass, back: plywood/mdf, matting color: black, display: wall hang, color: black        | 10   | piece  |            |             |
| 2  | CERTIFICATE FRAME, Size: A4, front: glass, back: plywood/mdf, matting color: black, display: wall hang, color: black                 | 20   | piece  |            |             |
| 3  | CORK BOARD, wall mount, 3 ft. x 4 ft.  | 10   | piece  |            |             |
| 4  | GLUE, All purpose, 200grams  | 25   | jar    |            |             |
| 5  | MAGNETIC WHITE BOARD, wall mount, 3 ft. x 4 ft.  | 10   | piece  |            |             |
| 6  | PAPER, multi-purpose, A4 size, 80 gsm (500 sheets/ream)  | 600  | ream   |            |             |
| 7  | PLASTIC RING BINDER, 84 rings, Size: 51mm or 2", Color: Black 10pcs/bundle   | 25   | bundle |            |             |
| 8  | STAPLER, standard size, with built-in staple remover at the side   | 15   | piece  |            |             |
| 9  | STAPLER LONG ARM, Size: 40cm x 11.8cm x 0.9cm, Stapling Capacity: 25 sheets. Staple Size: No. 35 26/6 staple. Color: Black or Silver | 2    | piece  |            |             |
| <b>SUBTOTAL AMOUNT (Php)</b>   |  |      |        |            |             |
| <b>Lot D- C-0097-0234-23: Office of the Undersecretary for Legal Service (U/S LAPUZ)</b> |  |      |        |            |             |
| <b>INVENTORY/Common Office Supplies</b>  |  |      |        |            |             |
| 1  | Paper, Colored, A-4 size, 500pcs/ream, 90gsm Color: Fluorescent/Neon/Cyber Green   | 6    | ream   |            |             |
| 2  | Ballpoint pen, color: blue, good quality, 0.5 ballpoint  | 40   | piece  |            |             |
| 3  | Ballpoint pen, color: black, good quality, 0.5 ballpoint   | 40   | piece  |            |             |
| 4  | Ballpoint pen, color: red, good quality, 0.5 ballpoint   | 20   | piece  |            |             |
| 5  | Corkboard with frame, 60cmx40cm, see sample  | 2    | piece  |            |             |
| 6  | Flash Drive, 32 GB, plug and play  | 6    | piece  |            |             |
| 7  | Laminating Film, A4, 100sheets/pack  | 4    | pack   |            |             |
| 8  | Photo Paper, A4, 50 sheets/pack  | 15   | pack   |            |             |
| 9  | Sticker Paper, 8-1/4, matte, 100sheets/pack  | 5    | pack   |            |             |
| 10   | Tape, Double Adhesive, 15mm, 3meters/pc  | 20   | piece  |            |             |
| <b>SUBTOTAL AMOUNT (Php)</b>   |  |      |        |            |             |
| <b>Lot E- C-4100-0225-23 (Public Private Partnership Service)</b>                        |  |      |        |            |             |
| 1  | PVC Cover A4 size transparent, 250mic, 100pcs/pack   | 2    | pack   |            |             |
| 2  | TRANSPARENCY/ACETATE A4 Size, 100pcs./pack, 0.1mm  | 2    | pack   |            |             |
| 3  | Double Adhesive Tape 12mmx10yard (1") w/foam, 24mmx5m  | 5    | piece  |            |             |
| 4  | Duck Tape- crim-backed pressure- sensitive tape, often coated with polyethylene (3 inch) color Black and Blue                        | 3    | piece  |            |             |
| 5  | Magic Tape 24mmx50m  | 5    | roll   |            |             |
| 6  | Sign Pen, 0.3mm, Black   | 50   | piece  |            |             |
| 7  | Sign Pen, 0.3mm, Blue  | 50   | piece  |            |             |
| 8  | Ballpen, Gel type, Black   | 50   | piece  |            |             |
| 9  | Ballpen, Gel type, Blue  | 50   | piece  |            |             |

