



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



Name of Procuring Entity : Request for Quotation (P.R. No.): C-0501-0019-24C  
Revised on: Date: February 13, 2024 ABC: Php421,633.50  
Standard Form/Title: REQUEST FOR QUOTATION Office/End-User: Budget Division-FS  
Office of U/S CABRAL  
Office of A/S PALAFOX  
COA-DPWH-OSEC

Mode of Procurement: Shopping (b)

COMPANY NAME : PHILGEPS No.:  
ADDRESS : TCC No.:  
TEL./FAX NUMBER : TIN:

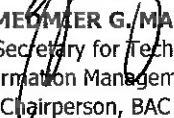
Please submit your quotation for the item(s) listed below, which may be submitted in person at Room 503, Bidding Room, Procurement Service, 5th Floor, DPWH Bldg., Bonifacio Drive, Port Area, Manila, or thru registered mail, facsimile or E-mail, not later than 9:00 A.M. of Feb 21, 2024.

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 :**

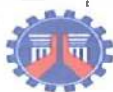
1. All entries must be typewritten or legibly written.
2. Delivery period within **20 working days** upon receipt of the approved funded Purchase Order (P.O). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall 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

1st extension: Feb. 28, 2024

  
**MEDMER G. MALIG**  
Assistant Secretary for Technical Services  
and Information Management Service  
Acting Chairperson, BAC for Goods

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Lot A- C-0501-0019-24 (Budget Division,FS)</b>				
1	ACETATE, A4 for bookbinding purposes 100 pieces per pack	2	pack		
2	ACETATE, Legal	1	box		
3	All Purpose Glue Stick 15G	49	piece		
4	BALLPOINT PEN, Gel Type, 0.5mm w/ rubber grip, Black, 12pcs/box	126	box		
5	BALLPOINT PEN, Gel Type, 0.5mm w/ rubber grip, Blue, 12pcs/box	129	box		
6	BALLPOINT PEN, Gel Type, 0.5mm w/ rubber grip, Green, 12pcs/box	5	box		
7	BALLPOINT PEN, Gel Type, 0.5mm w/ rubber grip, Red, 12pcs/box	12	box		
8	BOOK ENDS	20	pair		
9	Calculator, 12 Digits	1	piece		
10	Colored Paper Assorted Vibrant Colors Short 80gsm 250 Sheets	2	pack		
11	CUTTING MAT, A4	1	piece		
12	Double sided tape 1 inch, 10m	26	roll		
13	Double sided tape 1/2 inch, 10m	14	roll		
14	Double sided tape 2 inch, 10m	60	roll		
15	DUCT TAPE, 2.0 inch, 25m	60	roll		
16	LAMINATING FILM, A4 125MIC, 100 pcs.	25	roll		
17	LAMINATING PLASTIC, A4 SIZE for Laminating Machine 80 microns (100 pieces per pack)	2	pack		
18	MULTIPURPOSE BOARD, A4 (8.25"x11.75" (210mm x 297mm)(220gsm) color Light Blue, 100 sheets/pack	3	pack		
19	MULTIPURPOSE BOARD, LEGAL Size 8 1/2 x 13, Color Light Blue (220gsm), 100 sheets/pack	3	pack		

20	PAPER TRAY, File Organizer, 3-Layers	1	set		
21	PLASTIC RING BINDER, 16mm, 100 pc	5	bundle		
22	PLASTIC RING BINDER, 25mm, 100 pc	5	bundle		
23	Sign Pen (Gel Type) 0.5mm Retractable (Black) (12pcs. per Box)	22	box		
24	Sign Pen (Gel Type) 0.5mm Retractable (Blue) (12pcs. per Box)	35	box		
25	Sign Pen (Gel Type) 0.5mm Retractable (Green) (12pcs. per Box)	14	box		
26	Sign Pen (Gel Type) 0.5mm Retractable (Pink) (12pcs. per Box)	13	box		
27	Sign Pen (Gel Type) 0.5mm Retractable (Red) (12pcs. per Box)	14	box		
28	Sign Pen (Gel Type) 0.5mm Retractable (Violet) (12pcs. per Box)	12	box		
29	SIGN PEN, Extra fine tip, green	24	piece		
30	Sign Pen, Liquid Ink, 0.5mm, 12pcs./box, Black	18	box		
31	Sign Pen, Liquid Ink, 0.5mm, 12pcs./box, Blue	18	box		
32	Sign Pen, Liquid Ink, 0.5mm, 12pcs./box, Red	12	box		
33	Sticker Paper, A4 size 10 sheets	12	pack		
34	Time Card, 100 pcs.	1	pack		
35	Ultra Fine Point Pen 0.4 (Black)	25	piece		
36	Ultra Fine Point Pen 0.4 (Blue)	25	piece		
37	Wall Clock, 28cm	1	piece		
	<b>SUBTOTAL AMOUNT (Php)</b>				
	<b>Lot B- C-0112-0004-24 (Office of U/S Cabral)</b>				
1	Ballpen, Finepoint, 0.5mm w/rubber grip <b>Black</b>	100	pc		
2	Ballpen, Finepoint, 0.5mm w/rubber grip <b>Blue</b>	100	pc		
3	Ballpen, Finepoint, 0.5mm w/rubber grip <b>Red</b>	50	pc		
4	Circular ring 0.75in 10pcs per pack 19mm <b>metal</b>	30	pack		
5	Circular ring 1.25in 10pcs per pack 32mm <b>metal</b>	30	pack		
6	Glue, clear 50ml	10	pc		
7	Ink Cartridge EPSON WF-3721 349 <b>Black</b>	10	pc		
8	Ink Cartridge EPSON WF-3721 349 <b>Cyan</b>	10	pc		
9	Ink Cartridge EPSON WF-3721 349 <b>Magenta</b>	10	pc		
10	Ink Cartridge EPSON WF-3721 349 <b>Yellow</b>	10	pc		
11	Sign pen, Hi Techpoint V10 grip <b>Blue</b> liquid/gel ink, 1.00mm	20	pack		
12	Storage Box with Lid Legal Black	30	pc		
	<b>SUBTOTAL AMOUNT (Php)</b>				
	<b>Lot C- C-0107-0022-24 (Office of the A/S PALAFOX)</b>				
1	BALLPOINT PEN, Gel Type, 0.5mm, with rubber grip, Black (12 pcs. per box)	18	Box		
2	BALLPOINT PEN, Gel Type, 0.5mm, with rubber grip, Blue (12 pcs. per box)	18	Box		
3	BALLPOINT PEN, Gel Type, 0.5mm, with rubber grip, Red (12 pcs. per box)	18	Box		
4	3 Meters DOUBLE-SIDED ADHESIVE TAPE, 1/2 inch	24	Roll		
5	3 Meters DOUBLE-SIDED ADHESIVE TAPE, 1 inch	24	Roll		
6	3 Meters DOUBLE-SIDED ADHESIVE TAPE, 2 inch	24	Roll		
7	DUCT TAPE, 2.0 inch	6	Roll		
8	GLUE, all-purpose, tube-type, 25g min.	12	tube		
9	Clear Glue with Sponge Tip 50cc	12	tube		
10	LAMINATING PLASTIC, A4 SIZE for Laminating Machine 80 microns (100 pieces per pack)	2	Pack		
11	PAPER, MULTICOPY, 80gsm, Lettersize (500pcs./ream)	24	REAM		
12	PAPER, MULTICOPY, 80gsm, b4 (500pcs./ream)	24	REAM		
13	MULTIPURPOSE BOARD, A4 (8.25" x 11.75" (210mm x 297mm) (220 gsm) color Light Blue, 100 sheets/pack	12	Pack		
14	MULTIPURPOSE BOARD, LEGAL Size 8 1/2 x 13, color Light Blue (220 gsm), 100 sheets/pack	12	Pack		
15	GELPEN, Retractable, 0.5mm, Blue	40	Piece		
16	SIGNPEN, 0.7mm Blue	40	Piece		
17	INDEX CARD PLAIN, 5x8, 100 sheets per pack	40	Pack		
	<b>SUBTOTAL AMOUNT (Ph)</b>				



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Name of Procuring Entity :

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

C-1300-0025-24

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Lot D- C-1300-0025-24 (COA-DPWH-OSEC)</b>				
	<b>COMMON OFFICE SUPPLIES AND EQUIPMENT</b>				
1	BATTERY, dry cell, AA, 4 pieces per blister pack	5	pack		
2	BATTERY, dry cell, AAA, 4 pieces per blister pack	5	pack		
3	CLIP, BACKFOLD, 32mm 12 pieces per box	5	box		
4	Correction tape, 5MM x 8M	20	piece		
5	DATA FOLDER, 9.5x15 inches- 2.5 inches, made of chipboard, taglia lock, blue	50	piece		
6	FASTENER, METAL, 70mm between prongs, 50 sets per box	20	box		
7	MARKER, PERMANENT, bullet type, black	12	piece		
8	MARKER, PERMANENT, bullet type, red	12	piece		
9	NOTEPAD, STICK-ON, 3x3, 100 sheets per pad	20	pad		
10	PAPER CLIP, 33MM, 100 pieces per box or 52 grams (min.) (net of box)	15	box		
11	PENCIL, LEAD WITH ERASER, 12 dozens per box	3	box		
12	RUBBER BAND, 70mm min lay flat length (#18)	2	box		
13	SCISSORS, symmetrical/assymmetrical	30	pair		
14	SIGN PEN, extra fine tip (0.5), black	30	piece		
15	SIGN PEN, extra fine tip (0.5), blue	8	piece		
16	SIGN PEN, extra fine tip (0.5), red	30	piece		
17	STAPLE WIRE, STANDARD	10	box		
18	Tape, Masking, 48mm, 50 meters length	15	roll		
19	Tape, Transparent, 24mm, 50 meters	30	roll		
20	Twine Plastic, 1 kilo/roll	20	roll		
	<b>SUBTOTAL AMOUNT (Php)</b>				
	<b>LOT E- C-1300-0024-24 (COA-DPWH-OSEC)</b>				
	<b>INVENTORY/Common Office Supplies</b>				
1	Ball Pen, Fine Point, Black	30	pc		
2	Ball Pen, Fine Point, Red	30	pc		
3	Paper, multicopy, 80gsm., 8-1/2"x14", legal, for printer, high speed copier, lithographic printing	20	ream		
4	Morocco, 8-1/2 x 13", blue (100 pcs/pack (looseleaf not a folder or sliding folder)	2	pack		
	<b>SUBTOTAL AMOUNT (Php)</b>				
	<b>GRAND TOTAL AMOUNT (Php)</b>				
	<b>Please specify total amount in words (Php)</b>				



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Please specify brand names & model, if applicable.

- Brand Name & Model: \_\_\_\_\_
- Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_

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  
[alibin.mikko\\_paulo@dpwh.gov.ph](mailto:alibin.mikko_paulo@dpwh.gov.ph)

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Signature Over Printed Name/Date

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

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Website: <https://www.dpwh.gov.ph>  
Tel. No(s).: 5304-3000 / (02) 165-02

