



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
APAYAO 2ND DISTRICT ENGINEERING OFFICE
Luna, Apayao



Name of Procuring Entity	Request for Quotation (P.R. No.)	2025-04-0021
Revised on	Date	APR 29 2025
Standard Form/Title	Office/End-User:	PROCUREMENT UNIT
REQUEST FOR QUOTATION		
COMPANY NAME:		
ADDRESS		
TEL/FAX NO.		
TIN. NO.		
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 <u>MAY 06 2025</u> in the return envelope attached herewith to the BAC Secretariat for Goods, DPWH-Apayao 2nd District Engineering Office, Luna, Apayao.		

TERMS AND CONDITIONS

1. All entries must be typewritten or legibly written.
2. Delivery period within 60 CD upon receipt of the approved funded Purchase order (P.O.), Administrative penalties pursuant to Sec. 09 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 from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Phil-GEPS Registration Certificate and Mayor's Permit shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product if applicable.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is P547,430.52

JERRY A. RAGOJOS

Chief, Construction Section
Chairperson, Bids and Awards Committee

Item No.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Paper, Multicopy, 70gsm 500sheets/ream A4Bond Paper, Multipurpose A4 210 X 297mm 70gsm, 500sheets	300.00	ream		
2	Bond paper, Multicopy A3 size Sub 20/70gsm 500 sheets	50.00	ream		
3	Long Bond Paper 8.5inx 13in Substance 20, 70gsm 500 Sheets	10.00	ream		
4	Fastener metal 70mm 50 sets/box	10.00	box		
5	Correction Tape, disposable, ausable (5mm x 9M)	16.00	pc		
6	Duct tape 2" x 50m (assorted colors)	20.00	roll		
7	Tissue 3 ply (Extra soft, Toilet paper) 10 roll/pack 100% virgin pulp	16.00	pack		
8	Facial Tissue, interfolded 3ply (soft) 50 sheets 140 x 195mm	16.00	box		
9	Sign Pen Liquid Gel .5mm ball needle point Black 1doz./box	8.00	box		
10	Sign Pen Liquid Gel .5mm ball needle point Blue 1doz./box	8.00	box		
11	Ballpen 0.3mm ball needle point Black	8.00	box		
12	Ballpen 0.3mm ball needle point Blue	8.00	box		
13	Alcohol 70% Antiseptic/disinfectant Solution	16.00	gal		
14	Notepad, stick on, 3"x3" CUBE	8.00	pad		

Item No.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
15	Notepad, stick on, 50mm x 76 mm (2"x3") CUBE	8.00	pad		
16	Notepad, stick on, 76mm x 100mm (1.5"x2") 100 sheets	16.00	pad		
17	Notepad, stick on, 76mm x 100mm (3"x4") 90 sheets	8.00	pad		
18	Brown Envelope long 500PCS/BOX	1.00	box		
19	Pencil eraser	5.00	pc		
20	Expandable Folder white A4 100pcs/box	2.00	box		
21	Folder with tab, A4	3.00	pack		
22	Folder with tab, Legal	3.00	pack		
23	Epson ink Black (001) 127ml	4.00	pc		
24	Epson Ink Magenta (001) 70ml	4.00	pc		
25	Epson Ink Cyan (001) 70ml	4.00	pc		
26	Epson Ink Yellow (001) 70ml	4.00	pc		
27	Cutter heavy duty metal body 18mm	8.00	pc		
28	Paper Cutter (heavy duty) wooden A5, A4,B4 & A3	1.00	PC		
29	Permanent Marker (fine) 1doz./box black	3.00	box		
30	Expandable Brown Envelope with tie (long)	50.00	pcs		
31	Pencil 1doz./box	8.00	box		
32	Heavy duty Scissors stainless steel 8"	8.00	pc		
33	Flash drive, USB 3.0 64GB Capacity	8.00	pc		
34	Diffuser Oil	8.00	bottle		
35	External Hard Drive 1tb	8.00	pc		
36	Sign Here Sticky notes stylish film index, 125 sheets/pack 5 in 1, repositional semi transparent self adhesive	8.00	pack		
37	Staple Wire, standard	10.00	box		
38	Stapler, standard type	6.00	pc		
39	Customized Binder, A4 Size, with Hard Cover with thickness of 2.5 mm or more, PVC Royal Blue Cover and White Ply Leaf inside with 7" x 3" Level Arch File Mechanism with Radolock, Ring Pocket and Three (Colored Logo of Spine, Expansion of at least 75mm with White Background PORTRAIT	80.00	pc		

Item No.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
40	WF-C21000 Ink (Black)	2.00	pc		
41	WF-C21000 Ink (Cyan)	2.00	pc		
42	WF-C21000 Ink (Magenta)	2.00	pc		
43	WF-C21000 Ink (Yellow)	2.00	pc		
44	WF-C210000 Maintenance Box	2.00	pc		
	Supply and Delivery of Supplies for use of Procurement Unit				
	Prospective Suppliers must quote for all the items				
	otherwise they will be subjected for disqualification.				

Brand and 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 disqualification.

Printed Name/Signature/Date