



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
MASBATE 1st DISTRICT ENGINEERING OFFICE
San Fernando, Masbate, Region V



Name of Procuring Entity: DPWH, Masbate 1st Dist. Engineering Office, San Fernando, Masbate

Request for Quotation (P.R. No.): 2025 - 03 - 020

Revised On:

Date: March 27, 2025

Standard Form/Title:

REQUEST FOR QUOTATION

Office/End-User: DPWH Mas. 1st DEO

COMPANY NAME: _____

ADDRESS: _____

TEL. NO./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 _____ in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH, San Fernando, Masbate.

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **30 Cal. 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 suppliers & 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. G-EPS Registration Certificate/Mayor's Permit/DTI 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 **Php 767,600.00**.

ELVIE L. BENIG

Chief, Planning and Design Section
BAC Chairperson

ITEM NO.	ITEMS AND DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Mylar Drafting Film 36" x 20m, 100 Microns	30	roll		
2	Mylar Drafting Film 30" x 20m, 100 Microns	5	roll		
3	HP 728B 300ml, Matte Black Design Jet Ink	7	cartridge		
4	HP 728 300ml, Yellow Design Jet Ink	3	cartridge		
5	HP 728 300ml, Magenta Design Jet Ink	3	cartridge		
6	Ink, Magenta, 001	10	bottle		
7	Ink, Cyan, 001	10	bottle		
8	Ink, Black, 001	18	bottle		
9	Ink, Yellow, 001	10	bottle		
10	Ink, Magenta, 673	5	bottle		
11	Ink, Cyan, 673	5	bottle		
12	Ink, Yellow, 673	5	bottle		
13	Multicopy paper, 80 gsm, 24 subs.(A4 size)	50	ream		

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) listed above.

Name and Signature

(Supplier's Representative)



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ITEM NO.	ITEMS AND DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
14	Multicopy paper, 80 gsm, 24 subs. (A3 size)	30	ream		
15	Pencil, Ordinary, #2	48	piece		
16	Rubber, Eraser	15	piece		
17	Sign pen (Black, 0.5)	100	piece		
18	Sign pen (Blue, 0.5)	100	piece		
19	Ordinary Ballpen	30	piece		
20	Highlight Pen (assorted colors)	10	piece		
21	Correction Tape	20	piece		
22	Masking Tape 1"	10	roll		
23	Masking Tape 2"	10	roll		
24	Double sided tape, 1/2" (without foam)	10	roll		
25	Double sided tape, 2" (without foam)	10	roll		
26	Sticky Note (3x3)	10	pad		

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27	Rolled Sitcky notes with dispenser	15	piece		
28	White Board Marker, Ink Refill, Black	2	piece		
29	White Board Marker, Ink Refill, Blue	2	piece		
30	Permanent Marker, Black	5	box		
31	Permanent Marker, Blue	5	box		
32	Permanent Marker Ink Refill, Black	5	piece		
33	Permanent Marker Ink Refill, Blue	5	piece		
34	Photopaper, A4, 150gsm	20	pack		
35	Photosticker, A4, 150gsm	20	pack		
36	Scissor, Heavy Duty	5	piece		
37	Cutter (18mm), heavy duty	5	piece		
38	Cutter Blade (18mm)	3	box		
39	Paper Clip, Big	3	box		

Brand and Model: _____

Warranty: _____

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40	Binder Clip Paper Clamps, (1), small	10	box		
41	Binder Clip Paper Clamps, (1 1/4), medium	10	box		
42	Binder Clip Paper Clamps, (1 5/8), large	10	box		
43	Paper Fastener, Plastic	50	box		
44	Stapler, Heavy Duty, No. 35	5	piece		
45	Staple Wire #35	5	box		
46	Staple Remover	5	piece		
47	7 in 1 Type C Hub HD USB 3.0 Port Docking Station	5	piece		
48	Multi-Function HDMI Multi Splitter Adapter				
49	Chip Resetter, Maintenance Box Chip, (T04D1 for	7	piece		
	Epson L1450)				
49	Wired Keyboard	10	piece		
50	Wired Mouse	10	piece		

Brand and Model: _____

Delivery Period: _____

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51	External Hard Drive, 2TB	12	piece		
52	Envelope, Expanding, A4	50	piece		
53	Envelope, Expanding, Long	50	piece		
54	Folder, expanding (Blue), A4	50	piece		
55	Folder, expanding (Blue), Legal	50	piece		
56	PVC Binding Cover, Long, transparent	1	pack		
57	Multiple USB Hub 3.1 port USB Type	2	piece		
58	Engineers Field Book	200	piece		
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				
	Purchase of office supplies for use in Planning and Design Section				

Brand and Model: _____

Warranty: _____

Delivery Period: _____

Price Validity: _____

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