



Name of Procuring Entity : <b>NEGROS OCCIDENTAL 2ND DEO</b>	Request for Quotation(P.R. No.) : <b>2024-08-080</b>
Revised on :	Date: <b>September 04, 2024</b> ABC: <b>Php745,561.28</b>
Standard Form/Title: <b>REQUEST FOR QUOTATION</b>	Office/End-user: <b>Office of the Assistant District Engineer</b>
Mode of Procurement: <b>Shopping under Section 52.1 (b)</b>	
COMPANY NAME:	PHILGEPS No.:
ADDRESS:	TCC No.:
TEL. NO./FAX NO.:	TIN:

Please submit your quotation for the item(s) listed below, which may be submitted in person at BAC Office, DPWH, Negros Occidental 2nd District Engineering Office, Binalbagan, Negros Occidental, or thru registered mail, facsimile or mail, not later than **10:00 A.M.** of **September 9, 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:**

- All entries must be typewritten or legibly written.
- Delivery period must be 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.
- 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.
- Price validity shall be for a period of sixty (60) calendar days.
- PhilGEPS Registration Certificate and Mayor's/Business Permit** shall be attached upon submission of the Quotation.  
**DTI/SEC and Latest Tax Clearance** shall be submitted before the award of the Purchase Order (P.O.).
- Bidders must quote for all of the items. Indicate offered brand and model. 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.
- 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.

 **RODERICK D. TURINGAN, ASEAN Eng.**  
Assistant District Engineer  
BAC Chairperson

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>P.R. NO. 2024-08-080 (SUBM No. 2024-09-04): Procurement of Office Supplies for use in the District Engineer's Office, Assistant District Engineer's Office, PIO, ICT Office, Construction Section, Monitoring Unit, Procurement Unit, Maintenance Section, Administrative Section and Quality &amp; Assurance Section within the DPWH Negros Occidental 2nd District Engineering Office, Binalbagan, Negros Occidental (consolidated).</b>				
1	Arch File, (2") A4	45	pc.		
2	Arch File, Long 2"	40	pc.		
3	Arch File, A4	20	pc.		
4	Bond Paper, A3 Size (Sub 20)	22	ream		
5	Bond Paper, A4 Size (Sub 20)	930	ream		

Please specify brand names & model, if applicable.

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 that I concur with the Terms and Conditions specified by DPWH.*

Telefax: 3888-256/60014  
maravilla.glory\_june@dpwh.gov.ph

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Tel. No./Cellphone No./E-mail address

**Dates of Publication**  
PhilGEPS and DPWH Website: **September 05 - 09, 2024**  
RO6.21 TCS/GJTM/RODT





Name of Procuring Entity : **NEGROS OCCIDENTAL 2ND DEO**

Request for Quotation(P.R. No.) : **2024-08-080**

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
6	Bond Paper, Legal Size, (Sub 20)	104	ream		
7	Bond Paper, Short, (Sub 20)	3	ream		
8	Sign Pen (Black)	64	pc.		
9	Sign Pen (Blue)	25	pc.		
10	Sign Pen (Black)	1	box		
11	Sign Pen (Blue)	1	box		
12	Ballpen (Black)	100	pc.		
13	Ballpen (Blue)	60	pc.		
14	Pencil	28	box		
15	Battery AAA	16	pc.		
16	Battery AA	8	pc.		
17	Brown Envelope (Long)	415	pc.		
18	Brown Envelope (Short)	100	pc.		
19	Expanding Folder, Long (Blue)	255	pc.		
20	Expanding Envelope, Long (Blue)	202	pc.		
21	Expanding Envelope, Long (Brown)	50	pc.		
22	Ordinary Folder, Long (White)	356	pc.		
23	Rubber Eraser	11	pc.		
24	Double Sided Tape, 12mm	9	pc.		
25	Double Sided Tape, 24mm	23	pc.		
26	Double Sided Tape, 18 mm	17	pc.		
27	Highlighter, Orange	19	pc.		
28	Highlighter, Yellow	19	pc.		
29	Staple wire #35	81	box		
30	Clip, Backfold, 19mm	20	box		
31	Clip, Backfold, 25mm	25	box		
32	Clip, Backfold, 50mm	17	box		
33	Tape Transparent, 24mm	32	pc./roll		
34	Tape Masking, 24mm	7	pc./roll		
35	Tape Masking, 48mm	1	pc./roll		
36	Tape Packaging, 96mm (transparent)	1	pc./roll		
37	Ballpen (Black), gel ink 0.3 signpen	25	pc.		
38	Ballpen (Blue), gel ink 0.3 signpen	45	pc.		
39	Calculator	1	no.		
40	Date Stamp	2	pc.		
41	Official Record Book, 500 pages	16	pc.		
42	Official Record Book, 300 pages	16	pc.		
43	Paper Clip (Small)	7	box		
44	Philippine Flag	1	pc.		
45	Puncher (Heavy Duty)	4	pc.		
46	Record Book (300 pages)	12	pc.		
47	Scissors (Heavy duty)	2	pc.		
48	Stamp Pad #2, Purple	2	pc.		

Please specify brand names & model, if applicable.

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 that I concur with the Terms and Conditions specified by DPWH.*

Telefax: 3888-256/60014  
maravilla.glory\_june@dpwh.gov.ph

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Tel. No./Cellphone No./E-mail address

Dates of Publication

PhilGEPS and DPWH Website:  
RO6.21 TCS/GJTM/RDT

**September 05 - 09, 2024**





Name of Procuring Entity : **NEGROS OCCIDENTAL 2ND DEO**

Request for Quotation(P.R. No.) : **2024-08-080**

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
49	Stamping Ink, (Big) Purple	3	bot.		
50	Stapler with remover	11	pc.		
51	Brown Folder,Long	50	pc.		
52	Clear Folder, Long	155	pc.		
53	Correction Tape	82	pc.		
54	Duct Tape 2"	54	pc.		
55	Pentel Pen, Broad, Black	44	pc.		
56	Pentel Pen, Fine Black	11	pc.		
57	Sign Here ( Sticky Notes)	51	pc.		
58	Special Paper, A4 (White)	20	pck.		
59	Special Paper, Long (White)	20	pck.		
60	White Board Marker (Blue)	5	pc.		
61	Glue(Big)	10	pc.		
62	Glue (Small)	10	pc.		
63	Photo Paper	50	pck.		
64	Mailing Envelope, Long	1	pc.		
65	Ordinary Folder, Long (Blue)	50	pc.		
66	Paper Fastener	39	pc.		
67	Rubber Band (Big)	5	pc.		
68	Record Book (150 pages)	8	pc.		
69	Tape Dispenser	4	pc.		
70	Maylar Paper (24"x20mmx2)	5	roll		
71	Note Pad, Stick On (2x3)	40	pc.		
72	Ordinary Folder, white A4	50	pc.		
73	Tracing Paper, 2' corex20x50 yards (80GSM)	15	roll		
74	Note Pad, Stick On (3x3)	23	pc.		
75	Clip, Backfold, 32mm	1	box		
76	Tech Pen, black (1.00mm)	15	pc.		
77	Index Tab (Sign Here)	10	pc.		
78	Paper Clip (Big)	13	box		
79	Tape, Transparent, 1'	8	pc.		
80	Highlighter (6 colors)	31	pc.		
81	Construction Paper (green)	5	ream		
82	Record Book (500) pages	3	pc.		
83	Pentel Pen, Broad Blue	5	pc.		
84	Push Pins	5	box		
85	Laminating Film (Long)	3	box		
86	Sticker Pad A4	22	set		
87	Carbon Paper, Long, Blue	2	pc./roll		
88	Dater	2	pc.		
89	Gel Pen (Black), Retractable Pen, 0.3mm	15	box		
90	Gel Pen (Black), Retractable Pen, 0.5mm	10	box		
91	Post-it Flags (Clear)	20	pc.		
92	Post-it Flags (Sign Here)	20	pc.		

Please specify brand names & model, if applicable.

Brand and 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.*

Telefax: 3888-256/60014  
maravilla.glory\_june@dpwh.gov.ph

\_\_\_\_\_  
Signature Over Printed Name/Date

\_\_\_\_\_  
Tel. No./Cellphone No./E-mail address

**Dates of Publication**  
PhilGEPS and DPWH Website: **September 05 - 09, 2024**  
RO6.21 TCS/GJTM/RDT

