



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SAMAR 2ND DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE NO. VIII
CATBALOGAN CITY, SAMAR



RFQ-023-2024 – Supply and Delivery of Office Supplies. For use in various documentation for the 3rd Quarter in the district, Samar

2ND DEO, Catbalogan City, Samar

Name of Procuring Entity : DPWH - Samar 2ND District Engineering Office Request for Quotation (P.R. No.) : 2024 -09-050

Revised on : Date : September 11, 2024

Standard Form/Title : REQUEST FOR QUOTATION

Office/End-User : Administrative Section

COMPANY NAME :

ADDRESS :

TEL. NO./FAX NO. :

TIN :

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 9:00 A.M. of September 17, 2024 in the return envelope attached herewith, to the Procurement Unit/BAC Office, DPWH, Samar 2nd District Engineering Office, Catbalogan City, Samar.

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 15 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 & materials; one year for equipment; 3 years for IT 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, Income/Business Tax Return and Omnibus Sworn Statement.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each item being offered.
8. The approved budget ceiling for this procurement is ₱ 732,557.00
9. Supplier must have no pending Delivery in the District and other district offices.
10. Supplies must have a business establishment to locally to ensure that the concern of the procuring office can be address immediately.

JOELITO A. CASTILLO
Chief, Maintenance Section
Chairman, BAC

Item No.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	ALCOHOL, 68%-70%, ethyl, 500ml (-5ml)	12	bottle		
2	ARCHIVE FILER, A4 w/ DPWH logo	350	piece		
3	ARCHIVE FILER, Legal w/ DPWH logo	50	piece		
4	BOARD PAPER, A4 (P. Cream), 10pcs/pack	20	pack		
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	1	box		
6	CLEARBOOK BLUE, A4	80	pc		
7	CLIP, backfold, 25mm, 12 pieces per box	24	box		
8	CLIP, backfold, 50mm, 12 pieces per box	13	box		
9	CORRECTION TAPE, disposable, ausable length: 6min.	65	piece		
10	CUTTER KNIFE, heavy duty	32	piece		
11	Duck tape 2"	48	roll		
12	Double Sided tape 1"	52	roll		
13	ENVELOPE, EXPANDING, plastic	100	piece		
14	ENVELOPE, MAILING, 500 pieces per box, 80 gsm, Legal	6	box		
15	ERASER, plastic or rubber	38	piece		
16	FASTENER, for paper,plastic, 50 sets per box	27	box		
17	FOLDER, w/ TAB, A4, 100 pieces pack	6	bottle		
18	FOLDER, w/ TAB, LEGAL, 100 pieces pack	1	pack		
19	GLUE, all purpose, gross weight: 200 grams min.	33	set		
20	LAMINATING FILM, A4	2	pad		
21	MARKER, fluorescent, 3 colors per set	16	pad		
22	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	2	pad		
23	NOTE PAD, stick-on, (1"x1"), 100 sheets per pad	53	pad		
24	NOTE PAD, stick-on, (4"x4"), 100 sheets per pad	42	box		
25	NOTE PAD, stick-on, (2"x2"), 100 sheets per pad	3	box		

26	PAPER CLIP, vinyl/plastic, 32mm min.	34	ream	
27	PAPER CLIP, vinyl/plastic, 48mm min.	35	bundle	
28	PAPER, PLAIN PAPER COPY (COPY) A4, 70gsm	110	pack	
29	PAYROLL BOOK	27	BOX	
30	PHOTO PAPER STICKER GLOSS	55	piece	
31	PENCIL, lead, w/eraser, One(1) dozen per box	5	pc	
32	PENCIL, mechanical, for 0.5mm lead	10	piece	
33	PHILIPPINE NATIONAL FLAG, 35"x61"	5	book	
34	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	8	piece	
35	RECORD BOOK, 500 pages, size: 214mm x 278mm min	5	box	
36	RULER, metal, 18", 1 piece in individual plastic	3	box	
37	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip, 12pcs./box	42	box	
38	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip 12pcs./box	38	pcs	
39	SIGN PEN, green/gel ink, 0.5mm needle tip 12pcs./box	10	bottle	
40	SLIDING FOLDER CLEAR A4	100	box	
41	STAMP PAD INK, violet, 50ml	7	pc	
42	STAPLE WIRE, Standard	11	piece	
43	STAPLE REMOVER, Plier type	36	roll	
44	STAPLER with remover	10	roll	
45	TAPE, masking, 24mm, 50 meters length	24	roll	
46	TAPE, masking, 48mm, 50 meters length	30	roll	
47	TAPE, packaging, 48mm, 50 meters length	33	roll	
48	TAPE, transparent, 24mm, 50 meters	58	pack	
49	TAPE, transparent, 48mm, 50 meters	44	cart.	
50	TOILET TISSUE PAPER, 12 roll/ pack	35	cart.	
51	EPSON INK, L6170 (001), Black	10	cart.	
52	EPSON INK, L6170 (001), Cyan	10	cart.	
53	EPSON INK, L6170(001), Magenta	10	cart.	
54	EPSON INK L6170 (001), Yellow	10	cart.	
55	EPSON INK, L311 (003), Black	36	cart.	
56	EPSON INK, L311 (003), Cyan	26	cart.	
57	EPSON INK, L311 (003), Magenta	26	pack	
58	EPSON INK, L311 (003), Yellow	26	pack	
59	BATTERY, Dry Cell AA, 2pcs per blister pack	31	piece	
60	BATTERY, Dry Cell AAA, 2pcs per blister pack	31	piece	
61	Bulb, 15 watts	21	bottle	
62	BATHROOM SOAP, 70gms	45	bottle	
63	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	76	can	
64	DISHWASHING LIQUID, lemon, 500ml	109	can	
65	DISINFECTANT, bleaching solution	53	pc.	
66	DISINFECTANT, Spray 400-550grams	42	can	
67	DOORMAT	26	can	
68	INSECTICIDE, aerosol type, 600ml/can	46	piece	
69	FURNITURE CLEANER/POLISH 330ml	23	bundle	
70	BUCKET w/ Mop & Handle	11	pack	
71	RAG, all cotton, 32 pieces per kilo per bundle	8	Pck	
72	TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	28	pack	
73	TRASHBAG, plastic, black, (M)	41	pack	
74	TRASHBAG, plastic, black, (L)	39	pc.	
75	TRASHBAG, plastic, black, (XL)	108	pc	
76	flashdrive, 16gb, capacity	45	pc	
77	Calculator, Compact	6	pc	
78	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationary blade guard, A4-A6 format indications	1	pc	

Brand and Model : _____
Delivery Period : _____
After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted 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.

Warranty : _____
Price Validity : _____

Printed Name / Signature / Date
Tel. No. / Cellphone No. / E-mail Address

Cel. No. 09279181289
c/o IRVING L. HILVANO
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