



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ROMBLON DISTRICT ENGINEERING OFFICE
Odiongan, Romblon, MIMAROPA Region (IV-B)



Name of Procuring Entity	: DPWH-Odiongan, Romblon	Request for Quotation	: 2024-02-015
Revised on	:	Date	: FEB 29 2024
Standard Form/Title:	: REQUEST FOR QUOTATION	Office/End-User	: ADMINISTRATIVE SECTION
Company Name	:		
Address	:		
Tel. No./FAX 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 **10:00 A.M.** of ~~MAR 07 2024~~ in the return envelope attached herewith to the BAC Secretariat for Goods.

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **10 WD** upon receipt of the approved funded Purchase Order (PO).
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 one hundred twenty (120) calendar days.
5. G-EPS Registration Certificate 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 **116,667.46.**
9. Place of Delivery is **DPWH-Supply Unit.**

WINONA F. FADEROGAYA
Engineer III
Chief, Maintenance Section
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Office Supplies for Use in the Preparation of Various Documents in Administrative Section, Odiongan, Romblon				
1	ARCH FILE with logo (A4)	70	pc		
2	ARCH FILE with logo (legal)	50	PC		
3	SCISSORS 7" (BIG)	2	pair		
4	CORRECTION TAPE (5mm x 10mm, Big)	20	pc		
5	ENVELOPE, EXPANDING, KRAFT BOARD for Legal	50	pc		
6	FOLDER PRESSBOARD, expanded Legal	100	pc		
7	Ballpen i-gel (GL-165) with rubber grip	36	pc		
8	NOTE PAD, 76mm x 76mm (3" x 3") (D3-5 Stationary) (100 sheets)	50	pack		
9	TAPE, Transparent, width: 24mm (1")	20	roll		
10	BOND PAPER, subs. 20 A4(70gsm)	150	ream		
11	CALCULATOR, 12 Digits	3	pc		
12	Memory Card with Adaptor	1	pc		
13	ENVELOPE, DOCUMENTARY, A4 (BROWN ENVELOPE)	25	pc		
14	ENVELOPE, DOCUMENTARY, LEGAL (BROWN ENVELOPE)	25	pc		
15	ENVELOPE, MAILING, WHITE ORDINARY 80gsm (9.5" x 4.12") 500 pcs/box	1	box		
16	ENVELOPE, MAILING, WHITE WINDOW 70gsm (9.5" x 4.12") 500 pcs/box	1	box		
17	TAPE, Double Sided 1"	14	roll		

18	TAPE, Masking, width: 48mm (2")	10	roll		
19	TAPE, Packaging, width: 48mm (2")	10	roll		
20	STAPLE WIRE, Standard (26/6) No. 35	10	box		
21	MARKER PERMANENT, Fine, BLACK	5	pc		
22	STAMP PAD, FELT, bed dimension: 60mm x 100mm (VIOLET)	3	pc		
23	STAMP PAD INK, purple or violet, 50ml	3	bot		
24	PUNCHER, paper, heavy duty with two hole guide	1	pc		
25	TYING STRAW, Plastic Twine 1 kg./roll	3	roll		
26	BALLPEN, Ordinary BLACK (0.5)	20	pc		
27	Desk Table Pen w/ String (Black)	10	pc		

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Purpose:	Use for the preparation of various documents in Administrative Section.
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Note:	Please avoid erasures on your price quotation. Any alteration shall not be considered and ground for disqualification.
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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) as 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.

Printed Name/Signature/Date