



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
NORTHERN SAMAR 2nd
DISTRICT ENGINEERING OFFICE
Brgy. Burabod, Laoang, Northern Samar, Region VIII




Name of Procuring Entity :	N. Samar 2nd DEO	Request for Quotation(PR No.)	2024-04-0030	4/2/2024
Revised on :				
Standard Form/Title :	REQUEST FOR QUOTATION			
COMPANY NAME :				OFFICE/END USER: Administrative, Construction & Finance Sections
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 2:00 P.M. of _____ in the return envelope attached herewith, Procurement Unit, 2nd Floor, Brgy. Burabod, Laoang, Northern Samar.

TERMS and CONDITIONS :

- All entries must be typewritten or legibly written.
- Delivery period within 30 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 & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- PhilGEPS Certificate, DTI/SEC-COR, BIR-COR, Mayor's Permit, Latest BIR ITR, Tax Clearance & Omnibus Sworn Statement shall be attached upon submission of the quotation.
- Bidders shall submit original brochures of the product .
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **P448,291.00**


ATTY. ARTHUR ERIC L. SABONG
Assistant District Engineer/
BAC Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Ballpen, Ordinary, Black	81	piece		
2	Battery, AA, 2 pcs/pack	6	pack		
3	Battery, AAA, 2 pcs/pack	6	pack		
4	Calculator, Compact, 12 digits, Branded	4	piece		
5	Clip, Backfold, 19mm	3	box		
6	Clip, Backfold, 25mm	3	box		
7	Clip, Backfold, 32mm	3	box		
8	Clip, Backfold, 50mm	3	box		
9	Correction Tape, 8m, branded	40	piece		
10	Customized Doc. Binder w/ DPWH Logo, Size: Legal	335	piece		
11	Cutter/Utility Knife, for general purpose	14	piece		
12	Dating and Stamping Machine	1	piece		
13	Double Sided Tape, 1 inch	25	roll		
14	Envelope, Documentary, long, 500pcs./box-Brown	1	box		
15	Envelope, Brown, Expanded, 100 pcs/pack	1	box		
16	Expanding Envelope (Green)	1	box		
17	Expanding Envelope (Yellow)	1	box		
18	Expanding Envelope (Blue)	1	box		
19	Eraser, Plastic Rubber	10	piece		
20	Fastener, Metal, non-sharp edges, holds 2"thick, 50sets/box	4	box		
21	File Tab Divider, bristol board, for A4, 10sets/pack	59	pack		
22	File Tab Divider, bristol board, for legal, 10sets/pack	50	pack		
23	Glue, All-purpose, 240grams	12	jar		
24	Index Tab, SIGN HERE EA11302(Stick-Up) 43x12mm)	5	pad		
25	INK, Epson 003, Black	4	bottle		
26	INK, Epson 003, Cyan	4	bottle		
27	INK, Epson 003, Yellow	4	bottle		
28	INK, Epson 003, Magenta	4	bottle		
29	Marker, Permanent, Black, Bullet Type	3	piece		
30	Marker, Permanent, Blue, Bullet Type	2	piece		
31	Marker, White Board, Black	15	piece		
32	Marker, White Board, Blue	2	piece		
33	Note Pad, Sticky Note, 2"x3", 100 sheets/pad	7	pad		
34	Note Pad, Sticky Note, 3"x3", 100 sheets/pad	7	pad		
35	Note Pad, Sticky Note, 3"x4", 100 sheets/pad	7	pad		
36	Paper Clip, 33mm, plastic coated	3	box		
37	Paper Clip, 50mm, plastic coated	3	box		
38	Pencil Sharpener, single cutter head	3	piece		
39	Pencil, Lead/graphite, with eraser, 1doz./box	1	box		
40	Paper, Multicopy, A4, 80gsm, substance 20	250	ream		
41	Paper, Multi Copy, 80 GSM-A3	3	ream		
42	Photo Paper, Glossy, A4, Branded, 10 pcs/pack	5	pack		
43	Puncher, paper, heavy duty	9	piece		



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
NORTHERN SAMAR 2nd
DISTRICT ENGINEERING OFFICE
Brgy. Burabod, Laoang, Northern Samar, Region VIII



Name of Procuring Entity :	N. Samar 2nd DEO	Request for Quotation(PR No.)	2024-04-0030	4/2/2024
Revised on :				
Standard Form/Title :	REQUEST FOR QUOTATION			
COMPANY NAME :				OFFICE/END USER: Administrative, Construction & Finance Sections
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 2:00 P.M. of _____ in the return envelope attached herewith, Procurement Unit, 2nd Floor, Brgy. Burabod, Laoang, Northern Samar.

TERMS and CONDITIONS :

- All entries must be typewritten or legibly written.
- Delivery period within 30 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 & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- PhilGEPS Certificate, DTI/SEC-COR, BIR-COR, Mayor's Permit, Latest BIR ITR, Tax Clearance & Omnibus Sworn Statement shall be attached upon submission of the quotation.
- Bidders shall submit original brochures of the product .
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **P448,291.00**

ATTY. ARTHUR ERIC L. SABONG
Assistant District Engineer/
BAC Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL AMOUNT
44	Record Books, 300 pages, with page series	4	book		
45	Rubber Band No. 18, 350g	4	box		
46	Ruler, Plastic, 450mm	9	piece		
47	Sign Pen, Black, Liquid/Gel Ink, 0.3mm Needle Tip	21	piece		
48	Sign Pen, Black, Liquid/Gel Ink, 0.5mm Needle Tip	60	piece		
49	Sign Pen, Blue, Liquid/Gel Ink, 0.5mm Needle Tip	39	piece		
50	Sign Pen, Red, Liquid/Gel Ink, 0.3mm Needle Tip	6	piece		
51	Scissors, Symmetrical or asymmetrical	14	pair		
52	Stapler, Standard Type, with stapler remover	5	piece		
53	Staple Wire, standard	9	box		
54	Tape Dispenser, Table Top, Branded	7	piece		
55	Tape, Masking, 24mm	8	roll		
56	Tape, Transparent, 24mm, 1x50	5	roll		
57	Typewriter Ribbon	2	roll		
58	Twine, 1 kg/roll	3	roll		
59	Alcohol, Ethyl, 68%-72%, 500ml, Genuine	19	bottle		
60	Alcohol, Ethyl, 68%-72%, 1 gallon, Genuine	6	gallon		
61	Air Freshener, Aerosol, 150g	8	bottle		
62	Disinfectant Spray, Aerosol type, 400g	3	bottle		
63	Diswashing Liquid, 250ml	5	bottle		
64	Liquid Hand sanitizer, 500 ML	20	bottle		
65	Tissue, Interfold paper Towel, 150 pulls per pack	15	pack		
66	Toilet Tissue Paper, 2-ply, 100% recycled, 12rolls/pack	30	pack		
67	Waste Basket, with cover	8	piece		
68	Raincoat, Heavy Duty	4	pair		
69	Rubber Boots, Branded, Large Size	4	pair		
70	Water Dispenser, Hot & Cold, Branded	1	unit		
71	Electric Fan, Stand fan, Branded	2	unit		
72	External Hard Drive, 2 TB, Branded	1	unit		
73	Flash Drive with OTG, 126 GB, Branded	8	unit		
74	USB/Flash Drive (16GB)-Branded	27	unit		
75	Card Reader, 3.0 hub 6 in 1 OTG to Sd Card	2	unit		
TOTAL					-

TOTAL AMOUNT IN WORDS _____

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 for Delivery

Telephone No.: _____
c/o Joseph C. Romance
email: romancejc8@gmail.com

Printed Name/Signature/Date _____

Tel. No. /Cellphone No. / E-mail Address _____