



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



Name of Procuring Entity	: N. Samar 2nd DEO	Request for Quotation (P.R. No.)	: 2024-04-0031
Revised on	:	Date	:
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End-User	: Maintenance 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 2:00 P.M. of _____ in the return envelope attached herewith, Procurement Unit, 2nd Floor, Brgy. Burabud, Laoang, Northern Samar.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. 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.
3. 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.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Certificate, DTI-COR, BIR-COR, Mayor's Permit, Latest BIR ITR, Tax Clearance and Omnibus Sworn Statement, shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product .
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P 295,775.00**


ATTY. ARTHUR ERIC L. SABONG
Asst. District Engineer
FAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	ALCOHOL, 70%, ethyl, 500ml	30	bottle		
2	PAPER, Multicopy, 80gsm, A4 Size	150	ream		
3	PAPER, Multicopy, 80gsm, Legal Size	50	ream		
4	Battery, dry cell, AAA,	15	pack		
5	Battery, dry cell, AA (4pcs/pack)	15	pack		
6	SCISSORS, Heavy Duty (8"min.)	5	Pcs		
7	FASTENER, for paper, metal, 50 sets per box	10	box		
8	NOTE PAD, stick-on, (2"x3") Avocado Green	30	pad		
9	Tape, Electrical	36	piece		
10	Paper Clip 2"	5	Box		
11	Clip backfold, all metal, clamping 19mm	5	box		
12	Clip backfold, all metal, clamping 32mm	5	box		
13	Trash Bag (Thick)	24	Roll		
14	SIGN PEN, blue	30	pcs		
15	SIGN PEN, black	50	Pcs		
16	Technical Pen 0.5mm (Black)	20	Pcs		
17	Envelope, Mailing	1	Box		
18	TAPE, Transparent 48mm	20	roll		
19	TAPE, Transparent 24mm	20	roll		
20	TAPE, MASKING, Width: 48mm	20	roll		
21	TAPE, MASKING, Width: 24mm	20	roll		
22	A3 Bond paper	10	ream		
23	Twine, plastic, one (1) per kilo	2	roll		
24	Laminating Film (Legal Size) 250 mic	1	Pack		
25	Glue, all purpose, 240 grams	12	jar		
26	Dishwashing Liquid (250ml)	20	Bottle		
27	Fabric Conditioner (670ml)	20	Bottle		
28	Photo Paper, Glossy A4	10	Pack		
29	TOILET TISSUE, 12 rolls per pack	10	Pack		
30	Correction Tape, 6M (min), 1pc in individual plastic	50	Pcs		
31	INK CART, EPSON 003, Black	20	cart		
32	INK CART, EPSON 003, Cyan	10	cart		
33	INK CART, EPSON 003, Magenta	10	cart		

34	INK CART, EPSON 003, Yellow	10	cart	
35	Marker Permanent (Black)	12	pcs	
36	White Board, Marker (Black)	40	pcs	
37	Rags	3	Bundle	
38	Ball pen (ordinary) Black	100	Pcs	
39	Pencil, Lead, with eraser, wood case, hardness: HB	5	Box	
40	Paper Cutter 10X12	1	pcs	
41	Electric Fan, Stand Type	4	unit	
42	PUNCHER, paper, heavy duty,	4	Pcs	
43	Ruler Stainless	4	Pcs	
44	CUTTER KNIFE, heavy duty	10	pcs	
45	Envelope, Documentary, for A4 size document	4	box	
46	Envelope, Documentary, for Legal size document	4	box	
47	Folder, for A4 size documents	5	Pack	
48	Extension Wire, 5 meters length	3	Pcs	
49	Drawer Lock	10	pcs	
50	Customized Doc. Binder W/ DPWH LOGO, Legal Size	36	pcs	
51	Record Book, 500 Pages	15	Books	
52	Record Book, 300 Pages	15	Books	
53	Detergent Powder	50	pouch	
54	Stamp Pad, felt	2	pcs	
55	Mop Bucket, Heavy Duty, Hard Plastic	1	Pcs	
56	Staple Wire	5	Box	
57	Sticker Paper, Glossy A4	20	Pack	
TOTAL AMOUNT IN WORDS				
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				
Telephone No.: _____			Printed Name/Signature/Date	
c/o edmund somoray				
email: edmundsomoray@yahoo.com			Tel. No. /Cellphone No. / E-mail Address	