

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE REGIONAL DIRECTOR

Region V
Legazpi City

Name of Procuring Entry: DPWH RO V

Request for Quotation(P.R. No.): 2024-06-123

Revised on:

Date: 06/05/2024

REQUEST FOR QUOTATION

Office/End-User: Cam Norte Sub-DEO

Standard Form/Title:

COMPANY NAME:

ADDRESS:

TEL. NO./FAX NO.

TIN 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 **2:00 P.M. of September 13, 2024** in the return envelope attached herewith to the BAC Secretariat for Goods. DPWH Camarines Norte Sub-DEO

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written
2. Delivery period within Thirty (30) C.D. upon receipt of approved funded Purchase Order (P.O.). Administrative Penalties pursuant to Sec. 69 of the Revised IRR-R4 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 from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. **PHIGEPS Registration Certificate/Mayor's Permit/DTI Tax Clearance, Income/Business Tax Return and Omnibus Sworn Statement** 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 item being offered.
8. The approved budget ceiling for this procurement is **P999,998.72**


BENJAMIN G. BUITRE, JR.
Chief, Quality Assurance and Hydrology Division
(Special BAC-Chairman)

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Purchase of Office Supplies					
I. OFFICE SUPPLIES					
	A3 SIZE Bond Paper	48	rms.		
	BINDING AND PUNCHING MACHINE, 50mm binding capacity	1	unit		
	ALCOHOL, Ethyl, 1 Gallon	3	gal.		
	Arch File A4 Size Royal Blue	180	pcs.		
	Balpen (Black)	10	bxs.		
	Balpen (Blue)	10	bxs.		
	Book Paper A3 size	15	rms.		
	Calculator (Scientific)	4	pcs.		
	CDRW with Case	10	pcs.		
	CLIP, Backfold, 32mm	25	bxs.		
	CLIP, backfold, 50mm	30	bxs.		
	Correction Tape	25	pcs.		
	CUTTER/UTILITY KNIFE, for general purpose	5	pcs.		
	DATA FILE BOX	75	pcs.		
	Double Adhesive Tape 1"	20	pcs.		
	Double Adhesive Tape 1/2"	20	pcs.		
	ENVELOPE, Documentary, Legal	50	pcs.		
	ENVELOPE, Documentary, A4	51	pcs.		
	ENVELOPE, Expanding, Kraft	2	bxs.		
	ENVELOPE, Mailing	50	pcs.		
	Fastener, Extra Long 6 1/2"	4	bxs.		
	Fastener, Extra Long 8 1/2"	4	bxs.		
	Fastener, Plastic coated	15	bxs.		
	File Box (Horizontal)	25	pcs.		
	File Box (Vertical)	25	pcs.		
	Folder 'long'	251	pcs.		
	Folder w/ plastic cover 'long'	25	pcs.		
	GLUE, All Purpose	4	pcs.		
	Laminating Film	5	pack		
	Laminating Machine	1	unit		
	MARKER, fluorescent	4	set		
(1 of 2)					

Brand and Model:

Delivery Period:

Warranty:

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.

Printed Name / Signature / Date

Date

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Name of Procuring Entry: DPWH RO V		Request for Quotation(P.R. No.): 2024-06-123
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COMPANY NAME:		
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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 September 13, 2024** in the return envelope attached herewith to the BAC Secretariat for Goods, DPWH Camarines Norte Sub-DEO

TERMS AND CONDITIONS:

- All entries must be typewritten or legibly written
- Period of validity shall be thirty (30) calendar days from the date of receipt of approved funded purchase order (P.O.). Administrative Penalties pursuant to Sec. 69 of the Revised Administrative Code of 1987 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 from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- PRIVILEGES Registration Certificate/Honor's Permit/DTL Tax Clearance, Income/Business Tax Return and Omnibus Sworn Statement** shall be attached upon submission of the quotation if applicable.
- Bidders shall submit original brochures showing certifications of the product.
- Please indicate the brand for each item being offered.
- The approved budget ceiling for this procurement is **P999,998.72**


BENJAMIN G. BUTTRE, JR.
Chief, Quality Assurance and Hydrology Division
(Special BAC-Chairman)

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	MARKER, permanent, black	4	bx.s.		
	MARKER, whiteboard, black	10	pcs.		
	Measuring Tape 10m.	3	pcs.		
	Mylar	56	roll		
	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	15	pad		
	PAPER, MULTICOPY, A4	406	rms.		
	PAPER, MULTICOPY, legal	41	ream		
	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	54	bx.s.		
	PAPER CLIP, vinyl/plastic coated, 33mm	25	bx.s.		
	PAPER SHREDDER	1	unit		
	PAPER TRIMMER / CUTTING MACHINE, table top	1	unit		
	Pencil	10	bx.s.		
	Photo Paper (Long)	30	pack		
	PUNCHER, paper, heavy duty	2	pcs.		
	RECORD BOOK, 500 pages	30	book		
	Record Book, Tablet Size 300 pages	30	book		
	SCISSORS, Symmetrical / Asymmetrical	5	pair		
	SIGN PEN, Extra fine tip, black	20	pcs.		
	SIGN PEN, Extra fine tip, blue	20	pcs.		
	STAMP PAD, felt	2	pcs.		
	STAMP PAD, Ink (950ml)	2	btl.		
	Stand File Box	50	pcs.		
	Staple Remover, Claw Type	3	pcs.		
	STAPLE WIRE, standard	10	bx.s.		
	Stapler, Big	5	bx.s.		
	Sticky Note (Sign here)	15	pad		
	TAPE, masking, 24mm	30	roll		
	TAPE, masking, 48mm	10	roll		
	TAPE, packaging, 48mm	30	roll		
	TAPE, transparent, 24mm	25	roll		
	TAPE, transparent, 48mm	10	roll		
	Tape Fiberglass 100M KOMELON/XBOE	3	pcs.		
	Tracing Paper 20"x30" 50 yards	9	roll		
	Tracing Paper (24")	41	roll		
	Vellum Board (Long) 50 Sheets	15	pack		
	Whiteboard Eraser	2	pcs.		
	(2 of 2)				

Brand and Model:	Warranty:
Delivery Period:	Validity:
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Printed Name / Signature / Date
Date