



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
PALAWAN 2ND DISTRICT ENGINEERING OFFICE
Narra, Palawan MIMAROPA REGION (IV-B)



Name of Procuring Entity	: Palawan 2nd DEO, Narra, Palawan	Request for Quotation	: 2024-099
Contract ID	: 24GEF0129	Date	: January 23, 2025
Contract Name	: Supply and Delivery of Office Supplies for use in DPWH Palawan 2nd District Engineering Office, Narra, Palawan		
Location	: Narra, Palawan	Office/End-User	: Administrative Section
Standard form/Title	: REQUEST FOR QUOTATION/Small Value Procurement		
COMPANY NAME	:	Date	:
ADDRESS	:	TIN No	:
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 **10:00am of January 30, 2025** in the return envelope attached herewith, to the BAC Office, Palawan 2nd District Engineering Office, Narra, Palawan.

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written,
- Delivery period within Thrity (30) C.D upon receipt of approved funded Purchase Order (P.O), Administrative penalties pursuant to Sec. 69 of Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- Warranty shall be a minimum of three (3) months for supplies & materials; one (1) year for equipment; 1 year Laptop Computer; from date of acceptance by the end user.
- Price validity shall be for a period of sixty (60) calendar days.
- G-EPIS Registration Certificate/Mayor's Permit/DTI Registration/ Tax Clearance and Omnibus Sworn Statement shall be attached upon submission of quotation.
- Bidders shall submit original brochures of the product.
- Please indicate the brand for each item being offered and it shall be eco-friendly.
- The approved budget ceiling for this procurement is **PHP 93,950.00**


EUGENIO R. KATON
BAC CHAIRMAN

ITEM NO.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
OFFICE SUPPLIES					
1	Battery, dry cell, AA 1.5 volts Alkaline 4pcs/pack	35	pack		
2	Battery, dry cell, AAA 1.5 volts Alkaline 4pcs/pack	20	pack		
3	Clip, Backfold, all metal, clamping, 25mm (-1mm)	45	box		
4	Cutter Knife, for general purpose	10	pcs		
5	Envelope, Documentary for A4 size document	1	box		
6	Envelope, Expanding, Kraftboard, for legal size doc, 100pcs/box	5	box		
7	Fastener, Metal, 70mm between prongs	45	box		
8	Folder, pressboard, Size 240mmx 370mm (-5mm)	300	pcs		
9	Glue, 130g	10	jar		
10	Insecticide, Aerosol type net content: 600ml min odorless	20	can		
11	Marker, whiteboard bullet type black	48	pcs		
12	Note Pad, Stick on, 50mm x 76mm (2"x3") min	25	pad		
13	Note pad, Stick on, 76mm x 100mm (3"x4") min 5 pads/pack	40	pack		
14	Note pad stick on, 76mm x 76mm (3"x3") min	49	pad		
15	Puncher, paper, heavy duty, with two hole guide	15	pcs		
16	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	20	box		
Sub Total				Php	

Brand and Model	: _____	Warranty	: _____
Delivery Period	: _____	Price Validity	: _____

After having carefully read and accepted your General Conditions, I/We quote on the item(s) at prices noted above. If the space for delivery period, Warranty and Prices Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Printed Name /Signature/Date

Tel. No./Cellphone/E-mail Address

