



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
QUIRINO DISTRICT ENGINEERING OFFICE
Cabarroguis, Quirino, Region II



Procuring Entity	: DPWH - QDEO	P.R. No.	: 2025-06-82
Revised on	:	Date	: 06/03/2025
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End User	: Finance Section
COMPANY NAME *			
ADDRESS *			
TEL. NO. /FAX. No. *		TIN *	
PhilGEPS Reg. No. *		Email *	

Please quote your lowest price on the item(s) listed, 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 **June 11, 2025** in the return envelope attached herewith, to the Bids and Award Committee, Quirino District Engineering Office, Cabarroguis, Quirino.

TERMS and CONDITIONS:

1. All entries must be type written or legibly written.
2. Delivery period within 30 CD upon receipt of the approved funded Purchased 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 and materials; One (1) year for Equipment; Three (3) years IT Equipment from date of acceptance by the end user.
4. Price Validity shall be for a period of 60 calendar days
5. A. PhilGEPS Registration Number
B. Mayor's Permit shall be attached upon submission of the quotation.
6. Please indicate the brand for each items being offered.
7. The approved budget ceiling for this procurement is **P 321,410.00**


FERDINAND JINGGO M. YTING
Officer-in-Charge
Office of the Assistant District Engineer
BAC Chairman

ITEM No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Alcohol, 70% ethanol, 4 liters	3	gal.		
2	Alcohol, 70% ethanol, 500ml	10	bottle		
3	Battery, dry cell, "AA", 2pcs/blister pack	10	pack		
4	Battery, dry cell "AAA", 2pcs/blister pack	5	pack		
5	Binder Clip, 1"	5	doz.		
6	Binder Clip, 3/4"	5	doz.		
7	Blank CD with case, RW	5	pc.		
8	Calculator, 12 digits	1	unit		
9	Correction Tape, 8mm	5	pc.		
10	Cutter knife, heavy duty	2	pc.		
11	Cutter blade	1	tube		
12	Double Sided Tape 1", White	5	pc.		
13	Eartag, 76mmx76mm	5	pack		
14	Envelope, expanding, legal size	30	pc.		
15	Eraser	5	pc.		
16	Fastener, metal, 7cm, non-sharp edge	15	box		
17	Flashdrive, 64GB, 3.0	5	pc.		
18	Folder, pressboard, plain, legal size, orange	150	pc.		
19	Marker, fluorescent, assorted color	2	set		
20	Marker, permanent, black, broad	5	pc.		
21	Marker, permanent, blue, broad	5	pc.		
22	Marker, permanent, red, broad	5	pc.		
23	Paper Clip, vinyl/plastic, 33mm	5	box		
24	Paper Clip, vinyl/plastic, 50mm	5	box		
25	Paper, Multi-Copy, 8.5" x 11", 80 GSM	5	ream		
26	Paper, Multi-Copy, A-4, 80 GSM	60	ream		
27	Paper, Multi-copy, legal size, 80 GSM	20	ream		
28	Pencil, lead, with eraser	2	box		
29	Paper Puncher, HD	3	pc.		
30	Rubber Stamp	1	pc.		
31	Sign Pen, black, Gel Ink, 0.7mm	12	pc.		



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32	Sign Pen, black, Gel Ink, 0.5mm ✓	36 ✓	pc. ✓	
33	Sign Pen, blue, Gel Ink, 0.5mm ✓	24 ✓	pc. ✓	
34	Sign Pen, green, Gel Ink, 0.5mm ✓	5 ✓	pc. ✓	
35	Scissor, 7" ✓	2 ✓	pc. ✓	
36	Staple wire, standard ✓	5 ✓	box ✓	
37	Tape, transparent, 24mm ✓	10 ✓	roll ✓	
38	Tape, transparent, 48mm ✓	5 ✓	roll ✓	
39	Tissue, 2ply ✓	30 ✓	pack ✓	
40	Ink Cartridge, Brother (LC39BK) Black ✓	5 ✓	cart ✓	
41	Ink Cartridge, Brother (LC39C) Cyan ✓	5 ✓	cart ✓	
42	Ink Cartridge, Brother (LC39Y) Yellow ✓	5 ✓	cart ✓	
43	Ink Cartridge, Brother (LC39M) Magenta ✓	5 ✓	cart ✓	
44	Ink, Black T9741, 1,520.50 ml ✓	1 ✓	pack ✓	
45	Ink, Yellow T9742, (735.20 ml) ✓	1 ✓	pack ✓	
46	Ink, Magenta T9743, (735.20 ml) ✓	1 ✓	pack ✓	
47	Ink, Yellow T9744, (735.20 ml) ✓	2 ✓	pack ✓	
48	Uninterruptible Power Supply (UPS), 1200VA ✓	3 ✓	unit ✓	
49	Air Freshner ✓	15 ✓	can ✓	
50	Soft Broom ✓	2 ✓	pc. ✓	
51	Cleaner, all purpose cleaner, 1000ml ✓	10 ✓	bottle ✓	
52	Cleaner, toilet and urinal, muriatic acid, 1000ml ✓	5 ✓	bottle ✓	
53	Deodorant cake ✓	10 ✓	pc. ✓	
54	Furniture Cleaner, 330g ✓	5 ✓	bottle ✓	
55	Fabric Softener, 670ml ✓	10 ✓	bottle ✓	
56	Garbage bag, medium ✓	20 ✓	pack ✓	
57	Garbage bag, large ✓	15 ✓	pack ✓	
58	Insecticide, aerosol type, 600ml ✓	15 ✓	can ✓	
59	Liquid hand soap, 500ml ✓	5 ✓	bottle ✓	
60	Tornado Mop, 30 liters ✓	1 ✓	pc. ✓	
61	Rags, all cotton, 1 kilo per bundle ✓	1 ✓	bundle ✓	
62	Toilet bowl cleaner, 1000ml ✓	10 ✓	bottle ✓	

2025-06-82 - Supply and delivery of office supplies for use in the Finance Section and COA Unit, this district.

Place of Delivery:

The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all items. Otherwise they will be subjected for disqualifications.

Posting: June 8, 2025

TOTAL PHP

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 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.

2025-06-82

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Printed Name / Signature / Date

Tel. No./CP No. & email address

Note: Fill out all Fields with Asterisk *