

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
AURORA DISTRICT ENGINEERING OFFICE
Brgy. Reserva, Baler, Aurora

Name of Procuring Entity : Request for Quotation (P.R. No.) : **2024-04-063**

Revised on : Date : **May 29, 2024**

Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : **Various 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 10:00 A.M. of June 18, 2024 in the return envelope attached herewith, to the Procurement Services, Brgy. Reserva, Baler, Aurora.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within 15 w.d. 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. G-EPIS Registration Certificate/Mayor's Permit/DTI 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 588,497.00


NICOMEDES G. NOHAY
Engineer III
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Purchase, supply and delivery of common-use supplies not available at procurement Service for use of Various Section of the District Office for the 2nd Quarter CY 2024					
	ALUMINUM STEP LADDER, 4 steps, heavy duty	1	Unit		
	Aneroid Sphygmomanometer for blood pressure monitor with complete accessories, manual	1	Unit		
	Ballpoint Pen, black, 0.5mm	164	piece		
	Ballpoint Pen, blue, 0.5mm	275	piece		
	Ballpoint Pen, Erasable, black 0.5mm	100	piece		
	Ballpoint Pen, Erasable, blue 0.5mm	100	piece		
	Battery, dry cell, AA, 2 pieces per blister pack	30	pack		
	Battery, dry cell, AAA, 2 pieces per blister pack	26	pack		
	Battery, dry cell, 23A, 12V, 2 pieces per blister pack	1	pack		
	Booklet/Leaflet display stand, 3 layer, acrylic	5	piece		
	Brochure/Newspaper/Magazine Holder, stand organizer	1	piece		
	Cabinet, Mobile Pedestal, 3 Drawers with lock	2	Unit		
	Chair, Swivel Mid Back Fabric Mesh	1	Unit		
	Clearbook Filler, Long, 10's/pack	10	pack		
	Clip Backfold, all metal, clamping: 25mm	55	box		
	Clip Backfold, all metal, clamping: 32mm	69	box		
	Clip Backfold, all metal, clamping: 50mm	66	box		
	Correction Pen, 7ml	7	piece		
	Cutter Knife, for general purpose/utility knife	5	piece		

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

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NICOMEDES G. NOHAY
Engineer III
BAC Chairperson

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Purchase, supply and delivery of common-use supplies not available at procurement Service for use of Various Section of the District Office for the 2nd Quarter CY 2024					
	Cutter Paper, for A4 size, wooden	1	piece		
	Electric Fan, stand type	2	Unit		
	Envelope, Expanding, kraft	6	box		
	Envelope Pay Slip, 100's/box, brown	1	box		
	Extension Wire, 1 meter, 4 gang with switch, heavy duty	3	piece		
	Fastener, metal, non-sharp edges	18	box		
	Fastener, plastic, 70mm between prongs	13	box		
	Fingertip moistener, 10g	11	piece		
	File Tab Divider, A4	1	pack		
	File Tab Divider, Legal	1	pack		
	Fluorescent Lamp, Linear tubular, 18 watts (LED)	45	piece		
	Folder Pressboard, size: 240mm x 370mm, 100pcs/box, blue	7	box		
	Folder Pressboard, size: 240mm x 370mm, 100pcs/box, white	3	box		
	Folder, Tagboard, size 210mm x 370mm, 100 pieces per pack, blue	3	pack		
	Glue, all purpose, gross weight: 200 grams min	3	bottle		
	Ink, refill, for continuous printer, genuine (001) 127ml, black	19	bottle		
	Ink, refill, for continuous printer, genuine (001) 70ml, cyan	16	bottle		
	Ink, refill, for continuous printer, genuine (001) 70ml, magenta	16	bottle		
	Ink, refill, for continuous printer, genuine (001) 70ml, yellow	19	bottle		
	Ink, refill, for continuous printer, genuine (003) 65ml, black	40	bottle		

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

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NICOMEDES G. NOHAY
Engineer III
BAC Chairperson

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	Ink, refill, for continuous printer, genuine (003) 65ml, cyan	40	bottle		
	Ink, refill, for continuous printer, genuine (003) 65ml, magenta	40	bottle		
	Ink, refill, for continuous printer, genuine (003) 65ml, yellow	40	bottle		
	Ink, refill, for continuous printer, genuine (T774) 140ml, black	2	bottle		
	Ink, refill, for continuous printer, genuine (664) 70ml, black	8	bottle		
	Ink, refill, for continuous printer, genuine (664) 70ml, cyan	3	bottle		
	Ink, refill, for continuous printer, genuine (664) 70ml, magenta	3	bottle		
	Ink, refill, for continuous printer, genuine (664) 70ml, yellow	3	bottle		
	Ink, refill, for continuous printer, genuine, 170ml, (GI-70) pigmented black	16	bottle		
	Ink, refill, for continuous printer, genuine, 70ml, (GI-70) cyan	16	bottle		
	magenta	16	bottle		
	Ink, refill, for continuous printer, genuine, 70ml, (GI-70) yellow	16	bottle		
	Ink, refill, for continuous printer, genuine (008) 127ml, black	5	bottle		
	Ink, refill, for continuous printer, genuine (008) 70ml, cyan	5	bottle		
	Ink, refill, for continuous printer, genuine (008) 70ml, magenta	5	bottle		
	Ink, refill, for continuous printer, genuine (008) 70ml, yellow	5	bottle		
	Laminating Film, A4, 250micron, 100's/ream	1	ream		
	Marker, fluorescent	28	set		
	Marker, whiteboard, bullet type, black	19	piece		
	Marker, whiteboard, bullet type, blue	20	piece		

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Purchase, supply and delivery of common-use supplies not available at procurement Service for use of Various Section of the District Office for the 2nd Quarter CY 2024					
	Marker, whiteboard, bullet type, red	2	piece		
	Marker, Permanent, bullet type, black	27	piece		
	Marker, Permanent, bullet type, blue	15	piece		
	Mouse Pad	3	piece		
	sticky note	40	pad		
	Note Pad, stick on, 50mm x 76mm (2" x 3") min	69	pad		
	Note Pad, stick on, 76mm x 76mm (3" x 3") min	35	pad		
	Note Pad, stick on, 76mm x 100mm (3" x 4") min	52	pad		
	Paper Board, Long, cream	10	pack		
	Paper Board, A4, white	23	pack		
	Paper Board, Long, white	19	pack		
	Paper Clip, vinyl/plastic coat, length: 32mm min	14	box		
	Paper, Multicopy, A3, 70gsm	45	ream		
	Paper, Multi-Purpose, A4, 70gsm	361	ream		
	Paper, Multi-Purpose, Legal, 70gsm	5	ream		
	Paper, Multi-Purpose, Letter, 70gsm	10	ream		
	Pencil, Lead w/ eraser, wood cased, hardness: HB	32	box		
	Philippine National Flag, 3' x 5'	4	piece		
	Photopaper, A4, glossy	95	pack		
	Photopaper, A4, matte	4	pack		

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Purchase, supply and delivery of common-use supplies not available at procurement Service for use of Various Section of the District Office for the 2nd Quarter CY 2024					
	Puncher, paper, heavy duty, with two hole guide	4	piece		
	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	40	piece		
	Sign Pen, Blue, liquid/gel ink, 0.5m needle tip	238	piece		
	Sign Pen, Blue, liquid/gel ink, 0.7m needle tip	40	piece		
	Stamp Pad, felt, bed dimension: 60mm x 100mm min	3	piece		
	Staple Wire, for heavy duty staplers, (26/6)	36	box		
	Sticker Paper, A4, matte	103	pack		
	Tailor Pencil Colored (Dermatograph) Blue	24	piece		
	Tailor Pencil Colored (Dermatograph) Red	24	piece		
	Tailor Pencil Colored (Dermatograph) Green	24	piece		
	Tailor Pencil Colored (Dermatograph) Yellow	24	piece		
	Tape, Double Sided, 12mm x 5 meters	4	roll		
	Tape, Double Sided, 24mm	15	roll		
	Tape, Double Sided, Blister pack, 18mmx10meters	3	roll		
	Strongly Sticky, 24mm	3	roll		
	Tape, Electrical, 18mm x 16M min	3	roll		
	Tape, Masking, width: 48mm (±1mm)	10	roll		
	Tape, Transparent, width: 48mm (±1mm)	22	roll		
	Tissue, interfolded paper towel, 1 Ply, 175 pulls/pack	50	pack		
	Toilet Tissue Paper, 2-plys sheets, 150 pulls, 12 rolls/pack	132	pack		

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Purchase, supply and delivery of common-use supplies not available at procurement Service for use of Various Section of the District Office for the 2nd Quarter CY 2024					
	Technical Drawing Pen, 0.3mm needle tip, blue	6	piece		
	Technical Drawing Pen, 0.5mm needle tip, blue	12	piece		
	Technical Drawing Pen, 0.8mm needle tip, black	20	piece		
	Technical Drawing Pen, 0.8mm needle tip, blue	30	piece		
	CLEANING EQUIPMENT & SUPPLIES				
	Broom, soft (tambo)	7	piece		
	Broom, stick (TING-TING)	18	piece		
	Brush for toilet and lavatories	8	piece		
	Cleaner, Toilet Bowl And Urinal, 900ml-1000ml cap	33	bottle		
	Cleanser, Scouring Powder	6	can		
	Detergent Powder, all purpose, 1kg	57	pouch		
	Disinfectant, bleaching solution, 1gallon	37	gallon		
	Disinfectant, spray, 400-550 grams	14	can		
	Door Mat, cloth	19	piece		
	Fabric Conditioner, 800-900ml	44	bottle		
	Hand soap, liquid, antibacterial, 800ml-1L	70	bottle		
	Insecticide, aerosol type, 600ml/can	17	can		
	Spin Mop	3	piece		
	nothing follows				

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