



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. : 2024-03-38, 2024-04-42  
Revised on : Date : 03/26/2024, 04/02/2024  
Standard Form/Title : **REQUEST FOR QUOTATION** Office/End User : Administrative Section, Finance Section, Construction Section, Quality Assurance Section, Procurement Unit, Office of the District Engineer, Assistant District Engineer, PIO

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 **April 22, 2024** in the return envelope attached herewith, to the Bids and Award Committee, Quirino District Engineering Office, Cabarroguis, Quirino.

**TERMS and CONDITIONS:**

- All entries must be type written or legibly written.
- 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.
- 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.
- Price Validity shall be for a period of 60 calendar days
- A. PhilGEPS Registration Number  
B. Mayor's Permit shall be attached upon submission of the quotation.
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **P 330,204.00**

  
**RUSSELL G. LOZANO**  
Chief, Planning and Design Section  
BAC Chairman

ITEM No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Sticky Note, 3"x3" (76mm x 76mm)	26	pad		
2	Sticky Note 3" x 4"	1	pad		
3	Sticky Note 3" x 5"	11	pad		
4	Sticky Note, (Sign Here)	10	pad		
5	Sticker Paper, A4	10	pack		
6	Tape, Double Sided, Green, 1" x 5m	1	roll		
7	Tape, Double Sided, White, 1" x 5m	5	roll		
8	Tape, Masking, 24mm (1") x 30m	10	roll		
9	Tape, Masking, 48mm (1") x 30m	2	roll		
10	Tape, Transparent, 24mm (1") x 100 yards	22	roll		
11	Tape, Transparent, 48mm (2") x 200m	7	roll		
12	Wall Mount Bracket for Television, 32-55"	1	unit		
13	Wall Clock, 14" Analog	1	unit		
14	Dishwashing Liquid, 780ml	5	bottle		
15	Disinfectant Spray, 510 grams	5	bottle		
16	Fabric Conditioner, 900ml	33	bottle		
17	Insecticide, aerosol type, 600ml	23	can		
18	Hand Soap, Liquid, 600ml	5	can		
19	Rags, all cotton, 1 kilo/bundle	2	bundle		
20	Toilet Deodorant cake	30	pack		
21	Toilet Bowl Cleaner, 1000ml	14	bottle		
22	Bleach	2	liter		
23	Ballpen, gel pen, Black	6	pc.		
24	Ballpoint Pen, super fine, 0.7mm, black	2	box		





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25	Ballpoint Pen, super fine, 0.7mm, blue	2	✓	box	✓		
26	Battery, dry cell "AA", 2 pcs./blister pack	20	✓	pack	✓		
27	Battery, dry cell "AAA", 2 pcs./blister pack	30	✓	pack	✓		
28	Battery Pack for Canon, LP-E12, 875mAh	1	✓	pack	✓		
29	Binder Clip, 1"(25mm)	5	✓	dozen	✓		
30	Binder Clip, 2" (50mm)	9	✓	dozen	✓		
31	Correction Tape, 5mm x 10 meters	15	✓	pc	✓		
32	Door Knob	5	✓	set	✓		
33	Eraser, Plastic/Rubber	5	✓	pc	✓		
34	Fastener, for paper, 8"	3	✓	box	✓		
35	Faucet, Stainless, wall mounted	2	✓	pc	✓		
36	Folder, with TAB, legal size	2	✓	pack	✓		
37	Light Emitting Diode (LED) Bulb, 7 watts	15	✓	pc	✓		
38	Marker, whiteboard, Black, Broad	4	✓	pc	✓		
39	Marker, permanent, Black, Broad	15	✓	pc	✓		
40	Marker, permanent, Black, Bullet Type	10	✓	pc	✓		
41	Marker, permanent, Blue, Bullet Type	5	✓	pc	✓		
42	Marker, permanent, Red, Bullet Type	5	✓	pc	✓		
43	Marker, permanent, Twin, Black, Bullet Type	15	✓	pc	✓		
44	Marker, Fluorescent, assorted colors	2	✓	set	✓		
45	Pad Paper, ruled, 80 leaves, 64 gsm legal size	2	✓	pad	✓		
46	Paper Clip, vinyl, plastic 33mm	5	✓	box	✓		
47	Paper, Multi-copy, A-4, 80 GSM	208	✓	ream	✓		
48	Paper, Multi-copy, 8.5" x 11", 80 GSM	10	✓	ream	✓		
49	Paper, Mylar, 16" x 20m, A2 100 Microns	10	✓	roll	✓		
50	Pencil lead with eraser, wood cased, hardness	4	✓	box	✓		
51	Puncher, Heavy Duty, for paper	1	✓	Pc	✓		
52	Puncher, Heavy Duty, Punching cap: 150 sheets	1	✓	pc	✓		
53	Record Book, 11" x 8.5", 300 pages	33	✓	book	✓		
54	Rubber Stamp, 6cm x 2cm with handle	1	✓	pc	✓		
55	Ruler, Metal, 12"	1	✓	pc	✓		
56	Sign Pen, black, Liquid/gel ink, 0.5mm	53	✓	pc	✓		
57	Sign Pen, blue, Liquid/gel ink, 0.5mm	30	✓	pc	✓		
58	Sign Pen, red, Liquid/gel ink, 0.5mm	15	✓	pc	✓		
59	Sign Pen, ultra-fine tip, black, 0.3	10	✓	pc	✓		
60	Sign Pen, ultra-fine tip, black, 0.4	10	✓	pc	✓		
61	Staple Wire, standard, no. 35, 26/6	1	✓	box	✓		
62	Staple with pincher	2	✓	unit	✓		
63	Stationary Paper, Yellow, for LDDAP	250	✓	pad	✓		
64	Sticky Note Pad, page marker	30	✓	pad	✓		





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65	Ink, Epson, #664 Cyan ✓	8 ✓	cart. ✓		
66	Ink, Epson, #664 Magenta ✓	8 ✓	cart. ✓		
67	Ink, Epson, #664 Yellow ✓	8 ✓	cart. ✓		
68	Ink, Epson, #774 Black ✓	12 ✓	cart. ✓		
69	Ink Cartridge, HP, #682 Tri-Color ✓	10 ✓	cart. ✓		
70	Ink Cartridge, HP, #682 Black ✓	20 ✓	cart. ✓		
71	Maintenance Tank, L1455 – T6711 ✓	1 ✓	cart. ✓		
72	Maintenance Tank, L15150 ✓	2 ✓	cart. ✓		
73	Ink, Epson #003, Black ✓	3 ✓	bottle ✓		
74	Ink, Epson #003, Cyan ✓	1 ✓	bottle ✓		
75	Ink, Epson #003, Magenta ✓	1 ✓	bottle ✓		
76	Ink, Epson #003, Yellow ✓	1 ✓	bottle ✓		
77	OTG, Flash Drive, 32GB, Type C ✓	10 ✓	pc ✓		
78	Power Supply Model No. PS-3221-9AE ✓	1 ✓	unit ✓		
79	Power Bank, 5000mAh ✓	1 ✓	unit ✓		
80	Solid State Drive (SSD), SATA, 1TB (Internal Drive) ✓	7 ✓	unit ✓		
81	Battery AL15A32, for ACER Travelmate TMP248-MG-51PC ✓	1 ✓	unit ✓		
82	Monitor, 23", for Desktop ✓	1 ✓	unit ✓		
83	Blank CD with CASE, RW ✓	5 ✓	pc ✓		

**2024-04-42-C - Supply and Delivery of Office Supplies, Computer/I.T. Supplies and, Janitorial Supplies for use at the Administrative Section, Finance Section, Construction Section, Quality Assurance Section, Procurement Unit and Office of the District Engineer, Assistant District Engineer, and PIO, 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: April 18, 2024

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.

Printed Name / Signature / Date

Tel. No./CP No. & email address

**Note: Fill out all Fields with Asterisk \***