



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.	: 2024-04-60
Revised on	:	Date	: 04/23/2024
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End User	: Planning and Design 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 **May 6, 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 71,680.00**

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

ITEM No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Paper, multicopy, A3 size	20	ream		
2	Paper, Multi-copy, 210mm, 210x297mm, A4 (80gsm)	50	ream		
3	Folder, Ordinary, legal size, 14pts.	50	pc.		
4	Brown Envelope, ordinary, legal size	30	pc.		
5	TAPE, transparent, 2 inches size	20	roll		
6	Eartags, 1.3 x 4.3 cm, 10 x 25 sheetsorts	15	pc.		
7	Ink Black, BK 008 (70 ml)	8	bottle		
8	Ink Cyan, C 008 (70 ml)	8	bottle		
9	Ink Magenta, M 008 (70 ml)	8	bottle		
10	Ink Yellow, Y 008 (70 ml)	8	bottle		
11	Flash Drive USB 3.1, 16 GB	15	pc.		

**2024-04-60 - Supply and Delivery of Office Supplies for use in the Multi Year Planning & Scheduling (MYPS), 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: May 2, 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 \***