



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
LEYTE 4TH DISTRICT ENGINEERING OFFICE
Ormoc City, Region VIII



Name of Procuring Entity :	DPWH 4TH DEO	Request for Quotation (P. R. No.):	2024-10-207
Revised on :		Date:	October 9, 2024
Standard Form/Title :	REQUEST FOR QUOTATION		
COMPANY NAME :	Office/End-User :		
ADDRESS :	GLENDA F. QUIÑONES		
TEL. NO. / FAX NO. :			

Please quote your lowest price or 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 23 OCT 2024, 9:00 a.m. in the return envelope attached herewith, to the Procurement Office, DPWH, 4TH DEO, Ormoc City, Leyte.

TERMS AND CONDITIONS :

- All entries must be typewritten or legibly written.
- All pages must be duly signed.
- Delivery period within 20 C. 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 for a minimum for non-delivery without valid reason.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- G-EPIS Registration Number & Mayor's Permit/Business Permit & Omnibus shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product if applicable.
- Quotations to be submitted by Lot
- Please indicate the brand for each item being offered.
- Eco -friendly supplies/equipment
- The approved budget ceiling for this procurement is
- Quotations submitted thru mail & Fax will not be accepted.

LOT A P374,258.00
LOT B P81,760.00

PETER SCHEELER V. SOCO
BAC Chairman

Item No.	ITEM / DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
PROCUREMENT OF OFFICE SUPPLIES					
Various Pen					
	Ballpen(super fine, 0.5mm black, 12pcs/box)	15	Box		
	Sign Pen (Hi-Techpoint, Rollerball Point, Rubber Grip, 1mm, black 12pcs/box)	15	Box		
	Pencil 12pc/box	5	Box		
Various Marker					
	Marker (for white board, black, fine tip, quick dry certified non-toxic)	15	Piece		
Various Bondpaper					
	Bond Paper (A3 size, 80 gsm, white) 500 sheets	40	Ream		
	Bond Paper (A4 size, 80 gsm, white) 500 sheets	860	Ream		
	Bond Paper (Legal size, 80 gsm, white) 500 sheets	50	Ream		
	Premium Matte "Mylar" Film (100 microns, Size: 6.10 cm x 20 m, ' Coil	10	Piece		
Various Folder, Holder and Envelope					
	Expanded Folder White Legal	50	Piece		
	Folder Legal, Brown(50pcs/pack)	10	Pack		
Various Office Accessories					
	Correction Tape, applicator, 5mm(W), 6-8mm (L)	31	Piece		
	Clip Backfold Clamping 19Mm	10	Box		
	Cutter Blade (18mm)	2	Box		
	Subsidiary Ledger (Project Cost Sheet, PCS) Printing	300	Piece		
PROCUREMENT OF GENERAL SERVICES					
LOT B					
	Alcohol (Anti-bacterial, Non Drying, Hypoallergenic)	10	Gallon		
	Detergent Powder (Easy clean, easy rinse, 1 kg pack)	12	Pack		
	Mop Head (durable material, high absorbent, all cotton, twisted	24	Piece		
	Garbage Bag (XL, black, 100 pcs per roll)	100	Rolls		
	Disinfectant Spray (kill 99% of viruses, bacteria, mildew and mold, eliminates odor, deodorizes air, 510 grams)	24	Can		
	Liquid Hand Soap	6	Gallon		
	Air Freshener Spray (eliminates odor, quality, fragrance long lasting 320 ml)	36	Piece		
	Fabric Conditioner (2 liters /pack, long lasting Scent)	10	Packs		
	Toilet Deodorant Cake (100 grams)	60	Piece		

Multi-Insect Spray (water-based, 600ml, odorless)	24	Bottle
Scented Gel /Air Freshener Gel (180gms)	48	Piece
Bathroom Tissue (3PLY, 600 sheets, 9 rolls/pack)	30	Pack
.....NOTHING FOLLOWS.....		
Grand Total		

For the procurement of office supplies for the 4th quarter @ DPWH Leyte 4th DEO.

Brand and Model	Warranty
Delivery Period	Price Validity
After having carefully read and accepted your General Conditions, I / We quote you on the Item(s) at price 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.	

Tel No.: (053) 255-8683

c/o Vanilyn C. Catampatan/ Ray Dezhosaur E. Porcadilla

Printed Name / Signature / Date

Tel. No. / Cellphone No. / E.mail Address

Website: www.dpwh.gov.ph

Tel. No(s) : 561-8012 / 66927

