



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**ROMBLON DISTRICT ENGINEERING OFFICE**  
Odiongan, Romblon, MIMAROPA Region (IV-B)



Name of Procuring Entity	: DPWH-Odiongan, Romblon	Request for Quotation	: 2024-03-033
Revised on	:	Date	: MAR 12 2024
Standard Form/Title:	: REQUEST FOR QUOTATION	Office/End-User	: COA OFFICE
Company Name	:		
Address	:		
Tel. No./FAX No.	:		

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 **MAR 18 2024** in the return envelope attached herewith to the BAC Secretariat for Goods.

**TERMS AND CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within 10 WD upon receipt of the approved funded Purchase Order (PO).
3. 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.
4. Price validity shall be for a period of one hundred twenty (120) calendar days.
5. G-EPS Registration Certificate shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product, if applicable.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P127,707.39**.
9. Place of Delivery: **DPWH-SUPPLY UNIT**.

  
**ALAN T. SALVADOR**  
Engineer III  
Chief, Planning and Design Section  
BAC Vice Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Office Equipment Supplies and Consumables for Use in the COA Office, Odiongan, Romblon				
1	Ink, Continuous-Epson L15150, No. 008 (Black)	3	bot.		
2	Ink, Continuous-Epson L15150, No. 008 (Cyan)	3	bot.		
3	Ink, Continuous-Epson L15150, No. 008 (Magenta)	3	bot.		
4	Ink, Continuous-Epson L15150, No. 008 (Yellow)	3	bot.		
5	Ball Pen, Retractable, Black, Hi-Tecpoint V5 RT	36	pc.		
6	Ball Pen, Retractable, Red, Hi-Tecpoint V5 RT	36	pc.		
7	Sign Pen (0.5) Blue, My Gel	36	pc.		
8	Binder Clip, 19mm	10	box		
9	Binder Clip, 51mm	10	box		
10	Binder Clip, 25mm	10	box		
11	Bond Paper, subs. 20, A4 (70 gsm)	60	ream		
12	Bond Paper, subs. 20, Legal (70 gsm)	20	ream		
13	Bond Paper, subs. 20, A3 (70 gsm)	20	ream		
14	Envelope, Documentary, Legal (Brown Envelope)	100	pc.		
15	Envelope, Expanding, Kraft Board for Legal, Green	100	pc.		
16	Folder Pressboard, Expanded Legal, Light Green	100	pc.		
17	Folder, Tagboard, Ordinary White (Legal)	100	pc.		
18	Paper Clip, Vinyl/Plastic Coated, Length: 33mm	3	box		
19	Paper Clip, Vinyl/Plastic Coated, Length: 50mm	3	box		
20	Fastener, Plastic Regular Size, Heavy Duty	3	box		

21	Photo Paper, A4 (20 Sheets)	3	pack		
22	Pencil, No. 2, Good Quality	24	pc.		
23	Rubber Band, 70mm	2	box		
24	Tape, Transparent, Width: 24mm (1")	10	roll		
25	Tape, Packaging, Width: 48mm (2")	5	roll		
26	Toilet Tissue Paper, 2-Ply, 100% Recycled	50	roll		
27	Facial Tissue, Interfolded Paper Towel	50	pack		
28	Facemask, Disposable, 10 pcs/pack, Black/White/Blue, 3D/N94	50	pack		
29	Tying Straw, Plastic Twine	2	kg		
30	Sack, New (Big)	100	pc.		
31	Rags, all cotton (round), 100pcs/kg	2	kg		
32	Feather Duster	2	pc.		
33	UPS, 650VA/390W, 230V Input/Output Voltage (Liebert)	1	unit		
34	Office Center Table, Glass/Metal, White/Black 50x50x45cm	1	pc.		
35	Office Visitor`s Chair, Black, Leather	2	pc.		
36	Wall Wood Panel, 1mx17cm	20	pc.		
37	Office Glass Window Film/Frost Sticker, 45cmx400m	10	roll		
38	RECEIVED Rubber Stamp with COA Logo	1	pc.		

**TOTAL**

Purpose:	For Use in COA Office.
Note:	<b>Please avoid erasures on your price quotation. Any alteration shall not be considered and ground for disqualification.</b>

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) as 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