



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	: 2024-03-045
Revised on	:	Date	: MAR 12 2024
Standard Form/Title:	: REQUEST FOR QUOTATION	Office/End-User	: MONITORING UNIT
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 **P126,823.81**.
9. Place of Delivery is **DPWH-SUPPLY OFFICE**.


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 Monitoring Unit, Odiongan, Romblon				
1	BOND PAPER, subs. 20 A4 (70gsm)	100	ream		
2	STAMP PAD, FELT, bed dimension: 60mm x 100mm (VIOLET)	3	pc		
3	BINDER CLIP 41mm	20	box		
4	BINDER CLIP 19mm	20	box		
5	BINDER CLIP 51mm	15	box		
6	ENVELOPE, DOCUMENTARY, LEGAL (BROWN ENVELOPE)	6	pc		
7	PHOTO PAPER A4 (20 sheets)	10	pack		
8	BALLPEN, Ordinary BLACK (0.5)	25	pc		
9	BALLPEN, Ordinary GREEN (0.5)	25	pc		
10	Sign Pen BLACK (0.5)	15	pc		
11	Sign Pen GREEN (0.5)	15	pc		
12	PENCIL, NO. 2 GOOD QUALITY	8	box		
13	ERASER, Rubber (BIG)	24	pc		
14	NOTE PAD, 76mm x 76mm (3" x 3")	24	pc		
15	TAPE, Duct 2"	24	roll		
16	TAPE, Masking, width: 24mm (1")	24	roll		
17	TAPE, Transparent, width: 24mm (1")	36	roll		
18	TAPE, Double Sided 1"	36	roll		

19	TAPE, Transparent, width: 48mm (2")	12	roll		
20	HIGHLIGHTER Assorted	20	pc		
21	MARKER, PERMANENT, Broad, BLACK	12	pc		
22	MARKER, PERMANENT, Fine, BLACK	12	pc		
23	RUBBER BAND, 70mm	5	box		
24	PAPER NEON (assorted color) (250 sheets)	12	ream		
25	RULER, Plastic (18")	4	pc		
26	SCISSORS 7" (BIG)	4	pair		
27	STAPLER, STANDARD TYPE, load cap: 200 staples min. with remover	4	pc		
28	TOILET TISSUE PAPER, 2-ply, 100% recycled	120	roll		
29	ALCOHOL, ethyl, 68%-72%, scented, 500ml	24	bot		
30	PUNCHER, Paper, heavy duty with two hole guide	2	pc		
31	PAPER CLIP, vinyl/plastic costed, length: 48mm	10	box		
32	PAPER CLIP, vinyl/plastic costed, length: 50mm	10	box		
33	PAPER CLIP, vinyl/plastic costed, length: 25mm	10	box		
34	EXTERNAL Hard Drive, Portable SSD 2TB	2	unit		
35	FLASH DRIVE, 32GB capacity	4	pc		
36	Shredder	1	unit		
TOTAL					
Purpose:	For use in Monitoring Unit				
Note:	Please avoid erasures on your price quotation. Any alteration shall not be considered and ground for disqualification.				
<p>Brand and Model: _____ Warranty: _____</p> <p>Delivery Period: _____ Price Validity: _____</p> <p>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.</p>					
					<p>_____</p> <p>Printed Name/Signature/Date</p>