



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CAGAYAN 1ST DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE II
Aparri, Cagayan



Procuring Entity : DPWH – Cagayan 1st DEO RFQ No. : 2024-04-040
Standard Form/Title : **REQUEST FOR QUOTATION** Date : April 18, 2024
Revised on : Office/End User : Planning and Design Section

P.R. No. : 2024-04-105 dtd. April 17, 2024
Contract ID No. : 24GBB029
Contract Name : Supply and Delivery of Office Supplies
Contract Location : DPWH-CFDEO (Planning and Design Section), Aparri, Cagayan
Procurement Mode : Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)
COMPANY NAME :
ADDRESS :
TEL. N°./FAX. N° :
T.I.N. :

Please quote your lowest price on all the items listed, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 o'clock. of April 22, 2024 in a sealed envelope to the Procurement Unit, DPWH-Cagayan First District Engineering Office, Aparri, Cagayan and will be opened on the same day at 10:01 o'clock.

TERMS and CONDITIONS:

1. All entries must be type written or legibly written.
2. Delivery Period within **5-7 calendar days upon receipt of the approved funded Purchase/Work Order**. Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
3. Warranty: Yes____; No____
If yes, shall be for a minimum of three (3) months for supplies and materials; one (1) year for equipment from date of acceptance by the end user. **(See attached specifications for IT Equipment)**
4. Price validity shall be for a period of 30 calendar days.
5. PhilGEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.
6. All items shall be procured as "One Lot"
7. Liquidated Damages pursuant to Sec. 68 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
8. Performance bond: Yes____; No____
9. Incomplete quotation shall be declared non-responsive.
10. The Approved Budget Ceiling for this procurement is **Php 335,185.00**.
11. Omnibus Sworn Statement shall be attached upon submission of the quotation if the ABC is above 50T.


FELISA M. SALVADOR
Chief, Planning & Design Section
BAC Chairperson

Item No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Air Freshener	10	bottles		
2	Alcohol	6	gallons		
3	BATTERY, AA, 4pc/pack	12	packs		
4	BOND PAPER, A3	50	reams		
5	BOND PAPER, A4	100	reams		
6	Toilet Bowl Cleaner, 900ml	6	bottles		
7	Dishwashing Liquid 475ml	20	bottles		
8	Mosquito Spray (Baygon)	7	cans		
9	CLIP, BACK FOLD, all metal,	5	boxes		





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	clamping:32mm				
10	CLIP, BACK FOLD, all metal, clamping:51mm	5	boxes		
11	CORRECTION TAPE	25	pieces		
12	Tissue Paper 3-plys sheets, 150 pulls, 12	20	packs		
13	Sponge (Scotch Brite)	20	pieces		
14	Glass Cleaner (Mr. Muscle)	5	bottles		
15	Detergent Powder 1kg	7	pouches		
16	Fabric Conditioner 1L	7	bottle		
17	TRASH BAG, GPP SPECS, black, 10pcs. Per roll/pack (XL)	10	rolls		
18	TRASH CAN, plastic with cover (big)	3	rolls		
19	Rugs, all cotton, bundle (small rag round)	3	bundles		
20	Door Mat (Cloth)	10	pieces		
21	Furniture Polish/Cleaner (Splenda)	8	cans		
22	Disinfectant Spray, 510grams	10	cans		
23	SIGN PEN, Red, liquid/gel ink, 0.5mm needle tip	1	box		
24	SIGN PEN, Black, liquid/gel ink, 0.5mm needle tip	3	boxes		
25	SIGN PEN, Blue, liquid/gel ink, 0.5mm needle tip	2	boxes		
26	Pencil (Mongol 2)	15	boxes		
27	Scissor	5	pieces		
28	Flash Drive, 64 GB capacity	5	pieces		
29	PUNCHER, paper, heavy duty, w/ two-hole guide	3	pieces		
30	Folder, ISO A4	50	pieces		
31	Mylar Paper, A2	20	packs		
32	External Drive, 1TB	3	pieces		
33	TAPE, TRANSPARENT, width: 24mm (± 1mm)	20	rolls		
34	SIGN HERE (Fluorescence color sticky notes)	25	packs		
35	Zonrox, pink color (1L)	5	gallons		
36	Soft Broom	2	pieces		
37	Hard Broom (walis ting-ting)	2	pieces		
38	White board Pen	2	boxes		
39	Green Folder (Long)	4	dozens		





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40	Green Folder (A4)	2	dozens		
41	Matrix Sharpener	1	piece		
42	Pressure Cooker 10 quarts	1	piece		
43	Refrigerator 6 cu ft.	1	piece		
44	Stove double burner	1	piece		
45	Rice cooker 10 kls.	1	piece		
46	Microwave oven	1	piece		
47	Coffee boiler	1	piece		
	X-X-X-X-X				
	For use in the Planning and Design Section.				
				TOTAL	

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 noted above.

Printed Name / Signature / Date

Tel. No./CP No. & email address

