



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	:	2024-08-081
Revised on	:	Date	:	AUG 05 2024
Standard Form/Title:	: REQUEST FOR QUOTATION	Office/End-User	:	FINANCE SECTION
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 AUG 09 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 P271,849.35.
9. Place of Delivery is **PROPERTY AND 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 Preparation of Reports and Daily Operations of the Finance Section, Odiongan, Romblon				
1	ALCOHOL, Ethyl, 68%-70%, Scented, 500ml	45	BOT		
2	STAMP PAD INK, Purple or Violet, 50ml	2	BOT		
3	PAPER, Multi-Purpose, A4, 70 gsm	420	REAM		
4	PAPER, Multi-Purpose, Letter, 70 gsm	10	REAM		
5	BATHROOM TISSUE, 3-Ply, 200 Pulls,-600 Sheets	200	ROLL		
6	TISSUE, Paper Towels (175 Pulls)	60	PACK		
7	FOLDER, Sliding, Short, White Transparrent	50	PC		
8	FOLDER, Ordinary Green (Long), Good Quality	100	PC		
9	PHOTO PAPER, A4 (Water Proof/Glossy) 180gsm 20 Sheets/Pack	3	PACK		
10	STICKER PAPER, A4 (Printable Matte) 175gsm, 20 Sheets/Pack	10	PACK		
11	COLORED PAPER (Neon, Assorted)	1	REAM		
12	TAPE, Scotch (1")	40	ROLL		
13	TAPE, Packaging, width: 48mm (±1mm)	5	ROLL		
14	TWINE, Plastic, One (1) kilo per Roll, yellow	4	ROLL		
15	TAPE, Masking 1"	15	ROLL		
16	TAPE, Double Sided 1'	10	ROLL		
17	PAPER CLIP, Medium, Plastic Coated	30	BOX		
18	PAPER CLIP, Big, Plastic Coated	30	BOX		
19	BINDER CLIP 2" (51mm)	30	BOX		

20	BINDER CLIP 1" (25mm)	30	BOX		
21	BINDER CLIP 0.5" (15mm)	30	BOX		
22	BINDER CLIP 1 5/8" (41mm)	30	BOX		
23	BINDER CLIP 3/4" (19mm)	30	BOX		
24	BINDER CLIP 1 1/4" (32mm)	30	BOX		
25	HIGHLIGHTER (Yellow)	15	PC		
26	BATTERY AA+, Good Quality	10	PAIR		
27	BATTERY AAA++, Good Quality	10	PAIR		
28	MAINTENANCE BOX, (9345) Epson L15160	8	PC		
29	FLASHDRIVE, 512GB , 3.0/3.1	10	PC		
30	STAPLER, #35 with Staple Remover	5	PC		
31	SHARPENER, Heavy Duty, Manual Single Cutter Head	1	PC		
32	Mouse and Keyboard Wireless Combo	3	SET		
33	Staple Wire Remover, Plier Type Heavy Duty	4	PC		
34	UPS, 1200 V/A, Good Quality	3	PC		
				<b>TOTAL</b>	
<b>Purpose:</b>	For preparation of reports and daily operations.				
<b>Note:</b>	<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