



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

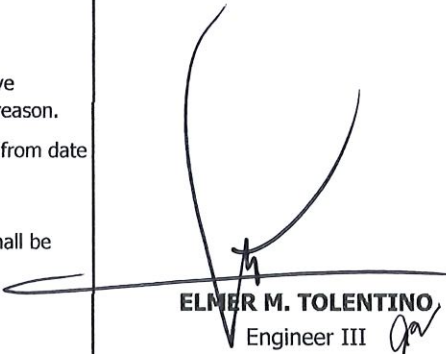


Name of Procuring Entity	: <b>DPWH-RDEO</b>	Request for Quotation (P.R. No.):	<b>RFQ2025-04-024</b>
Revised on	:	Date:	<b>APR 21 2025</b>
Standard Form/Title:	: <b>REQUEST FOR QUOTATION</b>	Office/End-User/s:	<b>MAINTENANCE SECTION</b>
<b>COMPANY NAME</b>	:		
<b>ADDRESS</b>	:		
<b>Tel. No./FAX No.</b>	:		<b>TIN:</b>

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 APR 25 2025 in the return envelope attached herewith, to the BAC Secretariat for Goods.

**TERMS AND CONDITIONS:**

- All entries must be typewritten or legibly written.
- Delivery period within 10 days upon receipt of the approved funded Purchase Order (PO). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed of 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 one hundred twenty (120) calendar days.
- PhilGEPS Registration Certificate/Mayor's Permit/DTI, Tax Clearance, and Omnibus Sworn Statement shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product, if applicable.
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **₱100,041.66**.
- Place of Delivery: **Property and Supply Unit.**

  
**ELMER M. TOLENTINO**  
Engineer III  
Chief, Construction Section  
BAC Chairperson for GOODS

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Office Supplies for Maintenance Section for the First Quarter, Tablas, Sibuyan, and Romblon Islands, Romblon				
1	Book, Field, good quality	60	book		
2	Envelope, Mailing, (white, 5 3/4" x 8 3/4")	100	pc		
3	Envelope, Mailing, (white, 4 3/4" x 6 1/2")	100	pc		
4	Envelope, Documentary, Legal (Brown Envelope)	100	pc		
5	Envelope, Documentary, Short (Brown Envelope)	100	pc		
6	Sign Pen, Fine Black 0.3 (Unipin Equivalent)	80	roll		
7	Sign Pen, Fine Black 0.5 (Unipin Equivalent)	80	roll		
8	Sign Pen (Black) (0.3) G-Tech Pilot Equivalent	80	pc		
9	Folder, Expanded Legal	80	pc		
10	Envelope, Expanding, Kraft Board for Legal	70	pc		
11	Folder, Tagboard White (Legal), Good Quality	70	pc		
12	Folder, Ordinary (Short) Good Quality	70	pc		
13	Pencil Sharpener, Manual Single Cutter Head	4	pc		
14	Paper Sticker, A4 (20 Sheets)	20	pack		
15	Tissue, Interfolded Paper Towel	100	pack		
16	Sticky Notes Stylish Film (Sign Here) 25 x 43mm	120	pad		
17	Tape, Dispenser, Table Top for 24mm width Tape (armak)	4	pc		

18	Battery, Dry Cell, AA, 2 pieces per blister pack	40	pack		
19	Battery, Dry Cell, AAA, 2 pieces per blister pack	40	pack		
<b>TOTAL</b>					
Purpose:	For Romblon DPWH Maintenance Section.				
<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.					
Tel. No. (042) 567 - 5007			_____ Printed Name/Signature/Date		
Email Address: <a href="mailto:alag.celestial@dpwh.gov.ph">alag.celestial@dpwh.gov.ph</a>			_____ Tel. No./Cellphone No./E-mail Address		