

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Regional Office No. IV-A
Cavite 1st District Engineering Office
Trece Martires City

Name of Procuring Entity : DPWH-CDEO, TMC	Purchase Request (P.R. No.) : 24-02-010
Revised on :	Date : February 5, 2024
Standard Form/Title : REQUEST FOR QUOTATION	Office/End-User : Administrative
COMPANY NAME :	
ADDRESS :	
TEL. NO./FAX No. :	TIN No.

Please quote you lowest price on the item(s) listed below, subject to the Terms and Conditions stated below and submit a physical copy of your quotation duly signed by your representative not later than **10:30 AM** of **March 5, 2024**, to the BAC Secretariat for Goods, DPWH-Cavite I District Engineering Office, Trece Martires City.

TERMS and CONDITIONS

1. All entries must be typewritten or legibly written. Incomplete entries will not be accepted.
2. Delivery period within **Fourteen (14)** W.D. upon receipt of the approved funded Purchase Order (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
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 **Sixty (60)** calendar days.
5. G-EPS Registration Certificate, Mayor's Permit, ITR 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 of each items being offered.
8. The approved budget ceiling for this procurement is **P 477,869.80**

ADONIS B. ANGELIA
Chief, Maintenance Section
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Arch file, A4, Top Mech, 2" Thick	210	pc.		
2	Arch file, Legal, Top Mech, 2" Thick, 7" plastic label jacket with DPWH Logo, Color: blue	110	pc.		
3	Arch file, Legal, Top Mech, 3" Thick, 7" plastic label jacket with DPWH Logo, Color: blue	280	pc.		
4	Ballpen, ballpoint retractable, Black	330	pc.		
5	Ballpen, ballpoint retractable, Blue	164	pc.		
6	Binder clips (3/4")	76	box		
7	Binder clips (1")	70	box		
8	Binder clips(1 1/4")	6	box		
9	Binder clips (2")	31	box		
10	Brown Envelope, A4	257	pc.		
11	Brown Envelope, Kraft Expandable	280	pc.		
12	Brown Envelope, Legal	177	pc.		
13	Chalk	2	box		
14	Clip Board	9	pcs		
15	Colored Folder, Green, legal	635	pcs		
16	Colored Pencil, 12's, long body	4	box		
17	Correction Pen, at least 10ml	44	pcs		
18	Correction Tape 5mmx10m	120	pcs		
19	Cutter Blade refill, 18mm, 10pcs/pack	5	pack		
20	Cutter, big, 18mm. Heavy-duty	9	pcs		
21	Date Stamper mm/dd/yyyy	23	pcs		
22	Technical Pen, disposable .3	50	pcs		
23	Technical Pen, disposable .7	48	pcs		
24	Technical Pen, disposable 1.0mm	25	pcs		
25	Technical Pen, disposable 1.2mm	10	pcs		
26	Document Vertical Filing Rack, Metal, min. of 2 vertical columns	11	pcs		
27	Document Rubber Band, Flat 350gms, Large	8	box		
28	Double Sided Tape, 24mm	24	roll		
29	Emergency Kit and Medicine Supplies	11	lot		
30	Glue 100gms or higher	34	pc.		
31	Hole Puncher (30 sheets), 70mm distance between 2 holes	10	pc.		
32	Highlighter, assorted color	43	pcs		
33	Laminating Film, 200-250 microns, 100/pack, Legal	5	pack		
34	Magazine File Box, vertical, navy blue	18	pcs		

35	Magazine File Box, horizontal, navy blue	8	pcs		
36	Masking Tape, 24mmx22m, big core	43	roll		
37	Masking Tape, 48mmx22m, big core	20	roll		
38	Mechanical Pencil Lead .5	21	pcs		
39	Mechanical Pencil, .5, sturdy	28	pcs		
40	Metal Fastener , 50pcs/Box, 70mm in between prongs	50	box		
41	Packaging Tape, 48mm	23	roll		
42	Paper Clip 33mm	21	box		
43	Paper Clip 50mm	30	box		
44	Pencil #2, known brand	82	pcs		
45	Pencil Sharpener, manual, single cutter, head	6	pcs		
46	Permanent Marker fine point (Black)	42	pc.		
47	Permanent DVD Marker (Black), fine point, can write legibly on mylar paper	83	pc.		
48	Permanent Marker (Blue)	16	pc.		
49	Permanent Marker (Red)	17	pc.		
50	Photo Paper (Glossy), 20pcs per pack, min. of 200gsm	72	pack		
51	Plastic Sticky ear tag (at least 5 colors per pack)	286	pack		
52	PVC Cover Transparent, 100 sheets 200 microns	2	ream		
53	Rechargeable LED Flashlight	7	pc.		
54	Record book (300 pages)	30	pcs		
55	Record book (500 pages)	22	pcs		
56	Rubber eraser dust-free, known brand	35	pcs		
57	Ruler, 12"	13	pcs		
58	Scientific Calculator, Non Programmable, Non-Graphing, Number of Functions : 417	19	pcs		
59	Scissors, in. of 6" blade, pointed	35	pcs		
60	Sign Pen, gel-type, Black .5	209	pc.		
61	Sign Pen, gel-type, Blue .5	113	pc.		
62	Sign Pen, gel-type, Green .5	69	pc.		
63	Sign Pen, gel-type, Red .5	66	pc.		
64	Stamp Pad, green	4	piece		
65	Stamp Pad, purple	23	piece		
66	Staple Remover (jaw-type)	6	pc.		
67	Staple Remover (plier-type)	16	pc		
68	Staple Wire, standard 26/6 (~5,000pcs/box)	34	box		
69	Stapler, standard 26/6	6	piece		
70	Sticker Paper 10pcs/pack	62	pack		
71	Sticky Note 3"x3"	76	pad		
72	Tape Dispenser, big core	6	pc.		
73	Transparent Tape, 24mm	41	roll		
74	Transparent Tape, 48mm	21	roll		
75	Walk meter, wheel measure, accurate, 6"-10" diameter only	6	pcs		
76	White board Marker (Black)	34	piece		
77	White board Marker(Blue)	29	piece		
78	White board Marker(Red)	26	piece		
79	White Board Eraser	2	pcs		
80	White Folder, A4	675	pcs		
81	White Folder, legal	237	pcs		
82	White Mailing Envelope, long, 10pcs/pack	55	pack		
	Purchasing of Office Supplies to be used by various sections of DPWH Cavite 1 st District Engineering Office				

Brand and Model : _____
Delivery Period : _____

Warranty : _____
Price Validity : _____

After having carefully read and accepted your General Conditions, I/ We quote you on the items (s) at prices not above.

Tel. No. (046)4045474
c/o ADONIS B. ANGELIA
Chief, Maintenance Section
BAC Chairperson

Printed Name / Signature / Date