

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 : <b>DPWH-CDEO, TMC</b>	Purchase Request (P.R. No.) : 24-08-144
Revised on:	Date : August 30, 2024
Standard Form/Title : <b>REQUEST FOR QUOTATION</b>	Office/End-User : Finance Section
COMPANY NAME :	
ADDRESS :	
TEL. NO./FAX No. :	TIN No. :

Please quote your 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 **September 10, 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 **Thirty (30)** C.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. No deliveries shall be made outside official working hours including weekends or holidays
4. 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.
5. Price validity shall be for a period of **Sixty (60)** calendar days.
6. G-EPS Registration Certificate, Mayor's Permit, ITR shall be attached upon submission of the quotation.
7. Bidders shall submit original brochures showing certifications of the product, if applicable.
8. Please indicate the brand of each item being offered.
9. The approved budget ceiling for this procurement is **P 315,723.00**

**ADONIS B. ANGELIA**  
Officer-In-Charge  
Office of the Assistant District Engineer  
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Brother Cartridge LC3617 Cyan	10	pcs		
2	Brother Cartridge LC3617 Magenta	10	pcs		
3	Brother Cartridge LC3617 Yellow	10	pcs		
4	Epson Ink Bottle 003, Black	10	bottle		
5	Battery Dry Cell, AA 4pcs/pack, known brand	10	pack		
6	Battery Dry Cell, AAA 4 pcs/pack, known brand	10	pack		
7	Adaptor	2	pcs		
8	Mouse (Wireless/Bluetooth)	3	pcs		
9	Keyboard for Desktop (Wireless/Bluetooth)	3	pcs		
10	Paper Shedder	1	pcs		
11	Paper Cutter A4 Size	1	pcs		
12	4-tier Desk Organizer with Vertical File Racks, Paper Letter Tray	9	pcs		
13	Arch File, Legal, Top Mech, Height : 15", Width: 9 ½", Thickness: 3", PVC Royal Blue cover white ply-leaf inside with 7cm (capacity) x 3" (ring distance) ever arch file mechanism rado lock ring pocket and DPWH 3-colored logo on spine expansion of at least 75mm with white background, with ring and 7" label pocket on spine	600	pcs		
14	Arch File, Side Mech 3", Height : 35.5 cm, Width: 28.5 cm, Thickness: 8cm, PVC Royal Blue cover white ply-leaf inside with 7cm (capacity) x 3" (ring distance) ever arch file mechanism rado lock ring pocket and DPWH 3-colored logo on spine expansion of at least 75mm with white background, with ring and 7" label pocket on spine	30	pcs		

15	Binder Clips 1"	25	box		
16	Binder Clips 1 ¼"	25	box		
17	Paper Clip 33mm	30	box		
18	Sign Pen, gel-type, Blue .5	10	pcs		
19	Sign Pen, gel-type, Green .5	10	pcs		
20	White Folder, Legal	30	pcs		
21	White Mailing Envelope, 10pcs/pack	2	pack		
22	Copy Paper, 80gsm A4	100	ream		
23	Copy Paper, 80gsm, Legal	10	ream		
24	UPS, 1000VA/600w, output 230V-input	3	unit		
25	Flashdrive 32gb	8	pcs		
26	Adult Surgical Mask, 50pcs/box	5	box		
27	Alcohol, Ethyl 500ml	20	bottle		
28	Chamois Cloth	10	pcs		
29	Detergent Powder, 50-70g per pack	50	pack		
30	Dishwashing Liquid, 800ml or higher	10	bottle		
31	Dishwashing Sponge with scouring pad	20	pcs		
32	Disinfectant spray, aerosol type with crisp clean scent 340g	20	can		
33	Garbage Bag, XXL or XXXL, black 10's	30	pack		
34	Garbage Bag, Medium or L, black 10's	30	pack		
35	Interfolded Paper Tissue Towel, 175 sheets	50	pack		
36	Rags, Basahang Bilog 1kg/bundle	5	bundle		
37	Tissue Toilet Paper, 2-ply, 12 per pack (min.), 150 pulls	40	pack		
	Purchasing of various Supplies to be used by Finance Section, DPWH Cavite 1st District Engineering Office, Trece Martires City				

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

Proj. ID 24GDF0065

\_\_\_\_\_  
Tel. No. / Cellphone No. / E-mail Address