



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
QUEZON I DISTRICT ENGINEERING OFFICE  
Brgy. Abang, Lucban, Quezon

Name of Procuring Entity : DPWH Quezon I-DEO

Request for Quotation (P.R. No.): 2024-03-1039

Revised on :

Date: April 19, 2024

Standard Form/Title :

**REQUEST FOR QUOTATION**

Office/End-User: Administrative Section

COMPANY NAME :

ADDRESS :

TEL. NO./FAX NO. :

TIN :

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 April 23, 2024** in the return envelope attached herewith.

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written.
2. Delivery period **30 Thirty Calendar Days** before the event or on 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; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. **PhilGEPS Registration Certificate/Mayor's Permit/Tax Clearance/Income/ Business Tax Return(For ABCs above Php500k)/Omnibus Sworn Statement (For ABCs above Php500k)** shall be attached upon submission of the quotation enclosed with Brown Envelope. **(CERTIFIED TRUE COPY)**
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 **Php 448,283.00**

  
**EUFONIA S. CABAYSA**  
Chief, Construction Section  
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Purchase of Office Supplies and Janitorial Supplies for use at DPWH Quezon I DEO, Lucban, Quezon</b>				
1	Tent; Fabricated- Royal Blue high quality PVC material with Name and Logo - DPWH Quezon 1st District Engineering Office, G.I. pipe, Size: 3m x 6m	2	set		
2	Tent cover only - Royal Blue high quality PVC material with Name and Logo - DPWH Quezon 1st District Engineering Office, Size: 3m x 6m	1	pc		
3	Sign pen Blue; 0.5mm	360	pc		
4	Sign pen Red; 0.5mm	120	pc		
5	Sign pen Black; 0.5mm	120	pc		
6	Maintenance Box T04D1	24	pc		
7	Tape Transparent 1"	60	roll		
8	Ink 003 Cyan	40	btl		
9	Ink 003 Magenta	40	btl		
10	Ink 003 Yellow	40	btl		
11	Staple Wire	40	box		
12	Shredder	1	unit		
13	External Hard Drive 1TB SSD	5	pc		
14	Keyboard	10	pc		
15	Record book 300pages	100	book		
16	LED Tube Light 18 watts	40	pc		
17	Dishwashing Liquid	50	gal		
18	Brush with wooden handle	6	pc		
19	Hand Brush	12	pc		
<b>Subtotal Amount</b>					

**Purpose:** Purchase of Office Supplies and Janitorial Supplies for use at DPWH Quezon I DEO, Lucban, Quezon

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) at 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 Conditons specified by DPWH Quezon I - DEO.**

Tel. No.: (042) 540-4158

[procurementunitquezon1@gmail.com](mailto:procurementunitquezon1@gmail.com)

**DPWH QUEZON I-DEO-Procurement Unit**

Printed Name / Signature / Designation / Date

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

RGBC

SHOPPING



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20	Raincoat, Poncho with DPWH Logo, Orange or Blue	10	pc		
21	Deodorant Cake 100g	40	pc		
22	Floor Mat, Brown, Large size 3ft x 5ft	20	pc		
23	Floor Mat, Brown, Regular size 2ft x 3ft	40	pc		
24	Extension Cord	10	pc		
25	Metal Washer with small hole 1"	10	kl		
26	Metal Washer with small hole 5/8"	10	kl		
27	Pail 16 liters, White	10	pc		
28	Heavy Duty Flashlight, rechargeable, 13500 LM, 220V	2	pc		
29	Baseball Bat (for use of watchman)	2	pc		
	<b>Subtotal Amount</b>				
	<b>Total Amount</b>				

**Purpose:** Purchase of Office Supplies and Janitorial Supplies for use at DPWH Quezon I DEO, Lucban, Quezon

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_

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**DPWH QUEZON I-DEO-Procurement Unit**

Printed Name / Signature / Designation / Date

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SHOPPING