

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CAPIZ 2ND
DISTRICT ENGINEERING OFFICE
Regional Office VI


Name of Procuring Entity : DPWH-Capiz 2nd DEO		Request for Quotation (P.R. No.) : 2024-07-0038	
Revised on :		Date : July 22, 2024	
Standard Form/Title : REQUEST FOR QUOTATION		Office/End-User : Capiz 2nd District Engineering Office	
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 2:00 P.M. of July 30, 2024 in the return sealed envelope attached herewith, to the Bids and Awards Committee Office, Capiz 2nd District Engineering Office, Dumalag, Capiz.

PROCUREMENT OF OFFICE SUPPLIES AND CONSUMABLES TO BE USE IN THE MAINTENANCE SECTION

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within 15 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. 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. G-EPIS Registration Certificate/Mayor's Permit/DTI/Omnibus sworn statement shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is Php 360,698.50


SHERWIN I. GALLEROS
BAC Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	ENVELOPE,EXPANDING,LEGAL SIZE 100pcs/box	2	BOX		
2	CORRECTION TAPE	25	PCS.		
3	CORRECTION PEN	15	PCS.		
4	FOLDER, LONG(white) 100pcs./bundle	2	BUNDLE		
5	FOLDER, Expanded, long size 100pcs./box	2	BOX		
6	BROWN ENVELOPE LEGAL SIZE 500pcs./box	1	BOX		
7	MARKER, FLOURESCENT,assorted Color	60	PAD		
8	NOTEPAD, STICK ON "3X3",100 SHEETS PER PAD	10	PAD		
9	NOTEPAD, STICK ON "3X4",100 SHEETS PER PAD	10	PAD		
10	STICKER SIGN HERE	20	PAD		
11	RECORD BOOK 300 LEAVES	25	PCS.		
12	PAPER, MULTI PURPOSE(COPY)A4	25	REAM		
13	PAPER, MULTI PURPOSE(COPY)A3	10	REAM		
14	STICKER PAPER (A4 SIZE MATTE 20PCS/PACK)	10	PACK		
15	PHOTO PAPER A4	50	PACK		
16	PILOT INK (PERMANENT)	2	BOT.		
17	MARKER PERMANENT BROAD, BLACK	30	PCS.		
18	MARKER PERMANENT FINE, BLACK	30	PCS.		
19	DOUBLE SIDED TAPE 1	10	PCS.		
20	BALLPEN, BLACK	100	PCS.		
21	SIGN PEN, BLACK 0.3	30	PCS.		
22	SIGN PEN, BLACK 1.0	60	PCS.		
23	SIGN PEN, BLUE 0.5	25	PCS.		
24	SCOTCH TAPE, 1"	30	PCS.		
25	ELECTRICAL TAPE, 0.16MM X 19MM X 16M	20	PCS.		
26	DUCT TAPE, 2" X 10M	20	PCS.		
27	SCISSORS	10	PCS.		
28	ADJUSTABLE LONG ARM STAPLER (280 BINDING CAPACITY @	2	PCS.		
29	STAPLE WIRE (23/24, 24MM)	6	BOX		
30	STAPLE WIRE (23/15, 15MM)	5	BOX		
31	FLASH DRIVE, 32GB	15	PCS.		
32	FLASH DRIVE, 64GB	15	PCS.		
33	LIGHT BULB LED 20 Watts	20	PCS.		
34	BINDER CLIPP(SMALL)	15	BOX		
35	BINDER CLIPP(MEDIUM)	10	BOX		
36	BINDER CLIPP(BIG)	12	BOX		
37	PENCIL LEAD W/ ERASER, 1 DOZEN/BOX	5	BOX		
38	TAPE DISPENSER	1	PCS.		
39	BROTHER INK BT D60 BLACK 108 ML	20	BOTTLE		
40	BROTHER INK BT 5000 YELLOW 48.8ML	10	BOTTLE		
41	BROTHER INK BT 5000 CYAN 48.8ML	10	BOTTLE		

42	BROTHER INK BT 5000 MAGENTA 48.8 ML	10	BOTTLE		
43	BATTERY DRY CELL AA 4S/PACK	30	PACK		
44	BATTERY DRY CELL AAA 4S/PACK	30	PACK		
45	CALCULATOR (F-789SGA Scientific)	5	UNIT		
46	DUSTPAN	6	PCS.		
47	TOILET TISSUE PAPER	500	PCS.		
48	ALCOHOL, ETHYL/ISOPROPYL, 70%	25	GAL.		
49	DETERGENT POWDER ALL PURPOSE, 500gms.	35	POUCH		
50	DISHWASHING PASTE BIG	20	PCS.		
51	DISINFECTANT BLEACHING SOLUTION	10	GAL.		
52	AIR FRESHENER 80G.	30	TUB		
53	AIR FRESHENER SPRAY 320ML.	30	BOT.		
54	INSECT KILLER SPRAY 500ml.	30	BOT.		
55	FABRIC CONDITIONER BIG 900ml.	30	BOT.		
56	GARBAGE BAG(LARGE) 10s/Roll	100	ROLL		
57	SOAP/BATHROOM BAR 130g	50	BOX		
58	LIQUID HAND SOAP 750ml.	30	BOTTLE		
59	TOILET BRUSH	2	PCS.		
60	WIPER GLASS CLEANER	4	PCS.		
61	GLASS CLEANER 500ML	10	PCS.		
62	BRUSH LAUNDRY	2	PCS.		
63	BROOM (PAY-PAY)	10	PCS.		
64	BROOM STICK	105	PCS.		
65	ERASER , PLASTIC OR RUBBER	20	PCS.		
66	ENVELOPE EXPANDING PLASTIC LONG	20	PCS.		
67	GLUE 130 G	20	PCS.		
68	TRASH CAN (Small)	10	PCS.		
69	TOILET DEODORANT CAKE 50GM	30	PCS.		
70	STRAWLESS BIG ROLL	2	ROLL		
71	FLOOR BRUSH WITH HANDLE	2	PCS.		
72	DOORMAT	10	PCS.		
73	TOILET BOWL PLUNGER	3	PCS.		
74	MOP TWIST	3	UNIT		
75	TWIST MOP HEAD	10	PCS.		
76	FEATHER DUSTER	6	PCS.		
77	TOILET BOWL CLEANER 900ML	25	BOTTLE		
78	MONO BLOCK CHAIR (WHITE)	50	PCS.		
79	WIRELESS KEYBOARD AND MOUSE COMBO	5	UNIT		
80	WIRELESS WIFI ADAPTER (DESKTOP) DUAL BAND	4	UNIT		
81	OTG FLASH DRIVE 1TB (SSD TYPE C) ESD300C	4	UNIT		
82	PAPER TRIMMER (18 INCH.X15 INCH.)	1	UNIT		
<p>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 Conditions specified by DPWH.</p> <p style="text-align: right;">Printed Name / Signature / Date</p> <p style="text-align: right;">Tel. No. / Cellphone No. / E-mail Address</p>					