

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.) : 2025-04-0013	
Revised on :		Date : April 10, 2025	
Standard Form/Title : REQUEST FOR QUOTATION		Office/End-User : Maintenance 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 2:00 P.M. of May 14, 2025 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 TO USED IN CAPIZ 2ND DEO MAINTENANCE SECTION.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within 15 CD 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 288,979.25


SALVADOR T. RIPALDA

BAC Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Correction Tape	30	pcs.		
2	Correction Pen	20	pcs.		
3	Folder, Long (White) 100pcs./bundle	1	bundle		
4	Folder Expanded, long size 100pcs./box	1	box		
5	Brown Envelope Legal Size 500pcs./box	1	box		
6	Marker, Flourescent, assorted color	30	pcs.		
7	Notepad, Stick on "3x3", 100 sheets per pad	15	pad		
8	Notepad, Stick on "3x4", 100 sheets per pad	15	pad		
9	Sticker Sign here	25	pad		
10	Record Book 300 leaves	15	pcs.		
11	Paper, Multi Purpose (Copy) A4	100	ream		
12	Paper, Multi Purpose (Copy) Long	50	ream		
13	Paper, Multi Purpose (Copy) A3	20	ream		
14	Photo Paper A4	40	pack		
15	Pilot Ink (Permanent)	2	bot.		
16	Marker Permanent Broad, Black	15	pcs.		
17	Marker Permanent Fine, Black	15	pcs.		
18	Marker Whiteboard, Black	100	pcs.		
19	Whiteboard Marker Ink	5	bot.		
20	Double sided tape 1	15	pcs.		
21	Ballpen, Black	100	pcs.		
22	Sign Pen Black 0.3	100	pcs.		
23	Sign Pen Black 1.0	100	pcs.		
24	Sign Pen Blue 0.5	100	pcs.		
25	Scotch Tape, 1	25	pcs.		
26	Electrical Tape, 0.16MM X 19MM X 16M	5	pcs.		
27	Duct Tape, 2"X10M	10	pcs.		
28	Scissors	5	pcs.		
29	Binder clip (small)	15	box		
30	Binder clip (medium)	15	box		
31	Binder clip (big)	15	box		
32	Pencil Lead w/ Eraser, 1 dozen/box	5	box		
33	Brother Ink BT D60 Black 108 ML	25	bottle		
34	Brother Ink BT 5000 Yellow 48.8ML	15	bottle		
35	Brother Ink BT 5000 Cyan 48.8ML	15	bottle		
36	Brother Ink BT 5000 Magenta 48.8ML	15	bottle		
37	Battery Dry Cell AA 4S/pack	10	pack		
38	Battery Dry Cell AAA 4S/pack	10	pack		
39	Dustpan	3	pcs.		
40	Toilet Tissue Paper	650	pcs.		
41	Alcohol, Ethyl/Isoprophyl, 70%	25	gal.		
42	Detergent Powder All Purpose, 500gms.	25	pouch		
43	Dishwashing Paste (big)	25	pcs.		
44	Disinfectant Bleaching Solution	20	gal.		
45	Disinfectant Floor	20	gal.		

47	Air Freshener Spray 320ml	30	bot.		
48	Insect Killer Spray 500ml.	30	bot.		
49	Fabric Conditioner Big 900ml.	30	bot.		
50	Garbage Bag (Large) 10s/roll	100	roll		
51	Soap/Bathroom Bar 130g	30	box		
52	Liquid Hand Soap 750ml.	46	bottle		
53	Toilet Brush	4	pcs.		
54	Wiper Glass Cleaner	4	pcs.		
55	Glass Cleaner 500ml	10	pcs.		
56	Brush Laundry	2	pcs.		
57	Broom (Pay-Pay)	10	pcs.		
58	Broom Stick	100	pcs.		
59	Eraser, Plastic or Rubber	10	pcs.		
60	Envelope Expanding Plastic Long	50	pcs.		
61	Glue 130G	10	pcs.		
62	Toilet Deodorant Cake 50gm	40	pcs.		
63	Strawless Big Roll	2	roll		
64	Floor Brush with Handle	2	pcs.		
65	Doormat	10	pcs.		
66	Toilet Bowl Plunger	2	pcs.		
67	Mop Twist	3	unit		
68	Twist Mop Head	10	pcs.		
69	Feather Duster	6	pcs.		
70	Toilet Bowl Cleaner 900ml	30	bottle		
71	EPSON Ink 664 (black)	20	bot.		
72	Staple Wire (#35) bronze	50	box		
73	Automatic Blue Tablet Toilet Cleaner Bowl (Bleach Block Toilet Cleaner)	10	pack		

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.

_____ Printed Name / Signature / Date

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