



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
LAGUNA 2ND DISTRICT ENGINEERING OFFICE
Los Baños, Laguna, Region IV-A



Name of Procuring Entity: DPWH-LAGUNA 2ND DEO		Request for Quotation (PR No.): 2025-03-029
Revised on:		Date: March 12, 2025
Standard Form/Title:	REQUEST FOR QUOTATION	
COMPANY NAME :	Office/End-user: Administrative Section	
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 **9:00 A.M. of March 19, 2025** in the return envelope attached herewith.

TERMS AND CONDITIONS:

- 1 All entries must be typewritten or legibly written.
- 2 Delivery period within **Thirty (30)** calendar days upon receipt of the approved funded Purchase Order (P.O.) administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall imposed for non-delivery without valid reason.
- 3 Warranty shall be for a minimum of three (3) months for supplies and materials; one (1) year for Equipment; three (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/DTI/SEC** shall be attached upon submission of the quotation.
- 6 Bidders shall submit original brochures of the product.
- 7 Indicate the brand for each items being offered.
- 8 RFQ can be submitted in person or thru registered mails, facsimile or authorized email.
- 9 The approved budget ceiling for this procurement is **P 459,600.00**

JANNE P. GARCIA - ROSALES
BAC-Vice Chairperson

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
0364	Sign Pen (0.5mm ball, Black)	500	pcs		
0365	Sign Pen (0.5mm ball, Blue)	500	pcs		
0647	Correction Tape (5mmx12m)	250	pcs		
0137	Sticker Paper (100pcs/pack)	100	pack		
0707	Photo Paper (10pcs/pack)	100	pack		
0412	Vellum Board Paper (10pcs/pack)	100	pack		
0650	Sticky Notes (3x4 inches)	200	pcs		
1304	Double Sided Tape (1/2 inches)	100	roll		
0645	Envelope Documentary (Legal Size)	300	pcs		
0720	Colored Paper Multi-Purpose (Lagoon Color) A4 Size 80 gsm (25 sheets/pack)	100	pack		
0650	Masking Tape (1 ich)	100	roll		
0661	Multi-Purpose Glue (White) (130g)	100	pcs		
2135	Record Book (500 pages)	350	pcs		
2136	Record Book (300 pages)	350	pcs		
2479	Record Book (150 pages)	350	pcs		
1308	Fine Tip Pen (Marker, Blue)	100	pcs		
0660	Scotch Tape (24mmx50mm)	100	roll		
AMOUNT IN WORDS:				Total	

Purpose: **Furnishing and Delivery of Various Office Supplies to be used at DPWH Laguna 2nd District Engineering Office, Brgy. Bambang, Los Baños, Laguna**



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Delivery Period: _____	Warranty: _____
	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 Conditions specified by DPWH.

Tel No. & Telefax No. : (049) 557-2315

Printed Name/ Signature/ Date

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