



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
APAYAO 2ND DISTRICT ENGINEERING OFFICE
Luna, Apayao



| | | |
|------------------------------|----------------------------------|------------------|
| Name of Procuring Entity | Request for Quotation (P.R. No.) | 2025-05-0036 |
| Revised on | Date | MAY 26 2025 |
| Standard Form/Title | Office/End-User: | PROCUREMENT UNIT |
| REQUEST FOR QUOTATION | | |
| COMPANY NAME: | | |
| ADDRESS | | |
| TEL/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 your quotation duly signed by your representative not later than 2:00 p.m. of **JUN 02 2025** in the return envelope attached herewith to the BAC Secretariat for Goods, DPWH-Apayao 2nd District Engineering Office, Luna, Apayao.

TERMS AND CONDITIONS

1. All entries must be typewritten or legibly written.
2. Delivery period within 60 CD upon receipt of the approved funded Purchase order (P.O.), Administrative penalties pursuant to Sec. 09 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 from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Phil-GEPS Registration Certificate and Mayor's Permit shall be attached upon submission of the quotation.
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 P244,564.60

JERRY A. RAGOJOS

Chief, Construction Section

Chairperson, Bids and Awards Committee

| Item No. | DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|---|--------|------|------------|-------------|
| 1 | Paper, Multicopy, 70gsm 500sheets/ream A4Bond Paper, Multipurpose A4 210 X 297mm 70gsm, 500sheets | 300.00 | ream | | |
| 2 | Bond paper, Multicopy A3 size Sub 20/70gsm 500 sheets | 50.00 | ream | | |
| 3 | Long Bond Paper 8.5inx 13in Substance 20, 70gsm 500 Sheets | 10.00 | ream | | |
| 4 | Fastener metal 70mm 50 sets/box | 10.00 | box | | |
| 5 | Correction Tape, disposable, usable (5mm x 9M) | 16.00 | pc | | |
| 6 | Duct tape 2" x 50m (assorted colors) | 20.00 | roll | | |
| 7 | Tissue 3 ply (Extra soft, Toilet paper) 10 roll/pack 100% virgin pulp | 16.00 | pack | | |
| 8 | Facial Tissue, interfolded 3ply (soft) 50 sheets 140 x 195mm | 16.00 | box | | |
| 9 | Sign Pen Liquid Gel .5mm ball needle point Black 1doz./box | 8.00 | box | | |
| 10 | Sign Pen Liquid Gel .5mm ball needle point Blue 1doz./box | 8.00 | box | | |
| 11 | Ballpen 0.3mm ball needle point Black | 8.00 | box | | |
| 12 | Ballpen 0.3mm ball needle point Blue | 8.00 | box | | |
| 13 | Alcohol 70% Antiseptic/disinfectant Solution | 8.00 | gal | | |
| 14 | Notepad, stick on, 3"x3" CUBE | 8.00 | pad | | |

| Item No. | DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|--|-------|--------|------------|-------------|
| 15 | Notepad, stick on, 50mm x 76 mm (2"x3") CUBE | 8.00 | pad | | |
| 16 | Notepad, stick on, 76mm x 100mm (1.5"x2") 100 sheets | 8.00 | pad | | |
| 17 | Notepad, stick on, 76mm x 100mm (3"x4") 90 sheets | 8.00 | pad | | |
| 18 | Brown Envelope long 500PCS/BOX | 1.00 | box | | |
| 19 | Pencil eraser | 5.00 | pc | | |
| 20 | Expandable Folder white A4 100pcs/box | 2.00 | box | | |
| 21 | Folder with tab, A4 | 3.00 | pack | | |
| 22 | Folder with tab, Legal | 2.00 | pack | | |
| 23 | Epson ink Black (001) 127ml | 4.00 | pc | | |
| 24 | Epson Ink Magenta (001) 70ml | 4.00 | pc | | |
| 25 | Epson Ink Cyan (001) 70ml | 4.00 | pc | | |
| 26 | Epson Ink Yellow (001) 70ml | 4.00 | pc | | |
| 27 | Cutter heavy duty metal body 18mm | 4.00 | pc | | |
| 28 | Paper Cutter (heavy duty) wooden A5, A4,B4 & A3 | 1.00 | PC | | |
| 29 | Permanent Marker (fine) 1doz./box black | 3.00 | box | | |
| 30 | Expandable Brown Envelope with tie (long) | 50.00 | pcs | | |
| 31 | Pencil 1doz./box | 1.00 | box | | |
| 32 | Heavy duty Scissors stainless steel 8" | 5.00 | pc | | |
| 33 | Flash drive, USB 3.0 64GB Capacity | 8.00 | pc | | |
| 34 | Diffuser Oil | 4.00 | bottle | | |
| 35 | External Hard Drive 1tb | 2.00 | pc | | |
| 36 | Sign Here Sticky notes stylish film index, 125 sheets/pack 5 in 1, repositional semi transparent self adhesive | 8.00 | pack | | |
| 37 | Staple Wire, standard | 5.00 | box | | |
| 38 | Stapler, standard type | 6.00 | pc | | |
| 39 | Customized Binder, A4 Size, with Hard Cover with thickness of 2.5 mm or more, PVC Royal Blue Cover and White Ply Leaf inside with 7" x 3" Level Arch File Mechanism with Radolock, Ring Pocket and Three (Colored Logo of Spine, Expansion of at least 75mm with White Background PORTRAIT | 80.00 | pc | | |

| Item No. | DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|---|------|------|------------|-------------|
| 40 | WF-C210000 Maintenance Box | 2.00 | set | | |
| | | | | | |
| | Supply and Delivery of Supplies for use of Procurement Unit | | | | |
| | | | | | |
| | | | | | |
| | Prospective Suppliers must quote for all the items | | | | |
| | otherwise they will be subjected for disqualification. | | | | |
| | | | | | |

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 disqualification.

Printed Name/Signature/Date