



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ISABELA 1st DISTRICT ENGINEERING OFFICE
City of Ilagan, Isabela

Procuring Entity: DPWH-Isabela 1st District Engineering Office
Standard Form/Title: **REQUEST FOR QUOTATION**
Revised on:
COMPANY NAME:
ADDRESS:
TEL.NO./FAX NO.:

P.R. No.: 2024-06-0043
P.R. Date: June 7, 2024
Office/End User: ADMINISTRATIVE SECTION

T.I.N.:

24GBE30: Supply & Delivery of Common Use Office Supplies and Janitorial Supplies (2nd Quarter) for use in the DPWH-IFDEO
June 18-20, 2024

Please quote your price on the item(s) listed, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative **not later than 10:00 o'clock in the morning of June 25, 2024** to the BAC Chairman, DPWH, Isabela 1st DEO, Ilagan, Isabela and will be opened on the same day at 10:00 o'clock in the morning.

TERMS AND CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within **30 calendar days** upon receipt of the approved funded Purchase Order (P.O).
- Administrative penalties pursuant to Sec. 69 of the Revised IRR-R4 9184 shall be imposed for non-delivery without valid user.
- Price validity shall be for a period of 60 calendar days.
- PhilGEPS Registration Certificate, Mayor's / Business Permit, DTI / SEC Registration, Tax Clearance** shall be attached upon submission of the quotation.
- A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.**
- Bidders shall submit brochures showing certifications of the product, if applicable.
- Please indicate the brand for each item being offered, if applicable.
- Bidder/s may submit an open or sealed quotation.
- RFQ can be submitted in person or thru registered email.
- The DPWH reserves the right to accept or reject any bid to annul the process and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.
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- The approved budget ceiling for this procurement is P 471,141.18**


MARICRIS A. ANTONIO
Chief, Administrative Section
BAC Vice-Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
COMMON USE OFFICE SUPPLIES					
1	Bond Paper A3, 70gsm	110	ream		
2	Calculator scientific (fx-991ES PLUS)	23	Unit		
3	Carbon paper	1	box		
4	Clip - Binder, backfold 25mm	13	box		
5	Clip - Binder, backfold 32mm	17	box		
6	Clip board	5	box		
7	Clip, paper vinyl/plastic coated, jumbo 50mm	12	box		
8	Clip, paper vinyl/plastic coated, 33mm	5	box		
9	Correction fluid pen	6	piece		
10	Crayons (8 colors)	10	pack		
11	Cutter/Utility Knife, for general purpose, heavy duty	23	piece		
12	Data File box/File storage box 39.69x27.94x29.21	14	piece		
13	Ear tag index tab clear (10pcs/pack)	135	box		
14	Engineer's Field book	7	book		
15	Envelope - expandable legal (brown)	500	piece		
16	Envelope-expandable long (blue)	50	piece		
17	Envelope mailing long white	1	box		
18	Eraser, plastic/rubber big	7	piece		
19	Fastener, metal	19	box		
20	Fastener, plastic	4	box		
21	Filing storage box w/ lid 10"x12"x16" (hardbound)	14	piece		
22	Folder - expandable legal green	370	piece		
23	Folder - expandable legal violet	20	piece		
24	Folder - ordinary brown legal	70	piece		
25	Glue Liquid, clear, washable 9FL OZ (266ml)	13	piece		
26	Gun tucker	3	piece		
27	Gun tucker wire 4-8mm (5/32" - 5/16")	7	box		
28	Highlighter assorted color	70	piece		
29	Laminating film (100 pcs./ pack) A4 216mmx303mm for ID	2	pack		
30	Laminating film (100 pcs./ pack) legal	1	pack		
31	Marker white board black	39	piece		
32	Marker permanent broad black	8	piece		
33	Marker permanent fine black	50	piece		
34	Parchment/construction paper green legal	5	pack		
35	Pen ballpen black XR 0.7mm	62	box		
Total Amount					

Brand and Model :
Delivery Period :
Price validity: _____
Warranty: _____

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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

email address : amangdavao@gmail.com / melmarcammayo31@gmail.com
R02.16 Jmce/LBD/WPBB

Tel. No /Cellphone No./Email Address



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36	Pen ballpen blue XR 0.7mm	2	box		
37	Pen ballpen red XR 0.7mm	2	box		
38	Pen gelpen/signing black 0.5	38	box		
39	Pen gelpen/signing black 1.0	4	box		
40	Pen gelpen/signing blue 0.5	14	box		
41	Pen gelpen/signing green 0.5	3	box		
42	Pen Permanent Drawing 8mm	7	box		
43	Pencil technical	6	piece		
44	Photo paper A4 glossy	22	pack		
45	Photo paper A4 matte	30	pack		
46	Pushpin	3	box		
47	Record book, official (150 pages)	7	book		
48	Rubber Band 50grams	5	box		
49	Ruler metal 12"	25	piece		
50	Ruler metal 24"	2	piece		
51	Sign here tag	65	pack		
52	Stamp dater	11	piece		
53	Stamp numbering (12 digits)	7	piece		
54	Stamp pad, felt (big)	19	piece		
55	Stamp pad Ink (violet)	11	bottle		
56	Staple wire stainless standard #35	9	box		
57	Stapler big heavy duty w/ remover (for bulk papers)	17	piece		
58	Sticker paper (Glossy) A4	33	pack		
59	Sticker paper (Matte) A4	20	pack		
60	Stick-on/post it notes (76 x76mm)	30	pad		
61	Tape, double sided 1"	16	roll		
62	Tape, double sided 1/2"	15	roll		
63	Tape duct 24mm/1inch big	13	roll		
64	Tape masking 48mm/2inch big	27	roll		
Total Amount					

Brand and Model :
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JANITORIAL SUPPLIES					
65	All purpose cleaner 1000ml	16	litre		
66	Cleaner, toilet and urinal liquid 1000ml	41	bottle		
67	Cleaner, toilet and urinal powder 350g	20	jar		
68	Broom hard (thick)	15	piece		
69	Broom soft (thick)	15	piece		
70	Deodorizer/deodorant cake 50g	38	piece		
71	Detergent powder 1kg	28	pouch		
72	Dishwashing liquid 1000ml	42	bottle		
73	Disinfectant spray, aerosol big 500ml	36	can		
74	Doormat big	33	piece		
75	Dust pan, metal	9	piece		
76	Fabcon antibacterial (1480ml)	12	bottle		
77	Glass Cleaner with spray(500ml)	13	bottle		
78	Hand wash with spout (500ml)	14	bottle		
79	Insect killer, aerosol 600ml	44	can		
80	Mop tornado	8	set		
81	Muriatic acid 1000ml	22	bottle		
82	Scouring pad big	11	pack		
83	Scrub brush for floor w/ handle	5	piece		
84	Sponge big	15	piece		
85	Toilet brush	3	piece		
86	Toilet tissue paper 3ply (12rolls)	58	pack		
87	Trash/Garbage bag (XXL)	38	pack		
88	Twine, plastic	3	roll		
89	Wastebasket/trash can big	2	piece		
90	Wastebasket/trash can small	1	piece		
Total Amount					

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Item No. ITEMS & DESCRIPTION

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
OFFICE EQUIPMENT SUPPLIES AND CONSUMABLES					
91	Brother Toner Cartridge D60 Black Genuine	29	cart		
92	Brother Toner Cartridge BT5000 Cyan Genuine	10	cart		
93	Brother Toner Cartridge BT5000 Magenta Genuine	10	cart		
94	Brother Toner Cartridge BT5000 Yellow Genuine	10	cart		
95	Brother Toner Cartridge TN-2380 Genuine	3	cart		
96	EPSON ink 003 black	82	bottle		
97	EPSON ink 003 Cyan	37	bottle		
98	EPSON ink 003 Magenta	37	bottle		
99	EPSON ink 003 Yellow	37	bottle		
100	EPSON ink 008 Black	1	bottle		
101	EPSON ink 008 Cyan	1	bottle		
102	EPSON ink 008 Magenta	1	bottle		
103	EPSON ink 008 Yellow	1	bottle		
104	EPSON L1455 Maintenance Box	3	piece		
105	EPSON L15150 Maintenance Box	3	piece		
106	Fujixerox Drum Cartridge S2110 Genuine	5	cart		
107	Fujixerox Toner Cartridge S2110 Genuine	22	cart		
108	HP toner cartridge 83A Genuine	10	cart		
Total Amount					

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