



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SAMAR 2ND DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE NO. VIII
CATBALOGAN CITY, SAMAR



RFQ-002-2025 – Supply and Delivery of Office Supplies. For use in various documentation for the 1st Quarter in the district, of DPWH Samar 2nd DEO, Catbalogan City, Samar

Name of Procuring Entity : DPWH - Samar 2nd District Engineering Office Request for Quotation (P.R. No.) : 2025-02-005

Revised on : Date : March 05, 2025

Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : **Administrative 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 9:00 A.M. of **March 12, 2025** in the return envelope attached herewith, to the Procurement Unit/BAC Office, DPWH, Samar 2nd District Engineering Office, Catbalogan City, Samar.

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 07 days 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. PHILGEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation, Income/Business Tax Return and Omnibus Sworn Statement.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each item being offered.
8. The approved budget ceiling for this procurement is **₱ 952,434.00**
9. Supplier must have no pending Delivery in the district and other district


JOELITO A. CASTILLO
Chief, Maintenance Section
Chairman, BAC

Item No.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	ALCOHOL, 68%-70%, ethyl, 500ml (-5ml)	203	bottle		
2	ARCHIVE FILER, A4 w/ DPWH logo	225	piece		
3	ARCHIVE FILER, legal w/ DPWH logo	20	piece		
4	CLEARBOOK (BLUE COVER)	3	piece		
5	BOARD PAPER, A4 (P. Cream), 10pcs/pack	25	pack		
6	Duck tape 2"	43	roll		
7	Double Sided tape 1"	64	roll		
8	ENVELOPE, MAILING, 500 pieces per box, 80 gsm, Legal	75	box		
9	GLUE.All purpose , gross weight : 200g min.	10	bottle		
10	LAMINATING FILM	9	ream		
11	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	10	pad		
12	NOTE PAD, stick-on, (4"x4"), 100 sheets per pad	5	pad		
13	NOTE PAD, stick-on, (2"x2"), 100 sheets per pad	10	pad		
14	INDEX, Sticky note for tabbing 125sheet/pack	30	pad		
15	PAPER 80gsm, size: A3, 500pcs/box	41	ream		
16	PAPER, PLAIN PAPER COPY (COPY) A4, 70gsm	265	ream		
17	PAYROLL BOOK	4	bundle		
18	PHOTO PAPER STICKER GLOSS	340	pack		
19	PENCIL, Mechanical, for 0.5mm lead	12	piece		
20	RECORD BOOK, 300 pages, size: 214mm x 278mm min	19	book		
21	RECORD BOOK, 500 pages, size: 214mm x 278mm min	6	book		

22	RULER, Metal, 18", 1 piece in individual plastic	10	piece		
23	SCISSORS, (6")	47	pair		
24	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip, 12pcs./box	51	box		
25	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip 12pcs./box	37	box		
26	SIGN PEN, black, liquid/gel ink, 0.3mm needle tip, 12pcs./box	5	box		
27	SIGN PEN, blue, liquid/gel ink, 0.3mm needle tip 12pcs./box	5	box		
28	STAMPAD ink. Violet 50ml	9	piece		
29	STAPLE WIRE, #10	10	box		
30	STAPLE WIRE, Standard	32	box		
31	STAPLE REMOVER, Plier type	10	pc		
32	STAPLER with remover	16	piece		
33	TAPE, masking, 24mm, 50 meters length	42	roll		
34	TAPE, masking, 48mm, 50 meters length	38	roll		
35	TAPE, packaging, 48mm, 50 meters length	39	roll		
36	TAPE, transparent, 24mm, 50 meters	41	roll		
37	TAPE, transparent, 48mm, 50 meters	34	roll		
38	TOILET TISSUE PAPER, 12 roll/ pack	91	pack		
39	Epson ink, 664 Black	17	cart		
40	Epson ink, 664 Cyan	15	cart		
41	Epson ink, 664 Magenta	15	cart		
42	Epson ink, 664 yellow	15	cart		
43	EPSON INK, L6170 (001), Black	25	cart.		
44	EPSON INK, L6170 (001), Cyan	25	cart.		
45	EPSON INK, L6170(001), Magenta	25	cart.		
46	EPSON INK L6170 (001), Yellow	25	cart.		
47	EPSON INK, L311 (003), Black	45	cart.		
48	EPSON INK, L311 (003), Cyan	35	cart.		
49	EPSON INK, L311 (003), Magenta	35	cart.		
50	EPSON INK, L311 (003), Yellow	35	cart.		
51	BATTERY, Dry Cell AA, 2pcs per blister pack	39	pack		
52	BATTERY, Dry Cell AAA, 2pcs per blister pack	32	pack		
53	Bulb, 15 watts	37	piece		
54	Broom, Tingting	7	piece		
55	Broom, Tambo	19	piece		
56	BATHROOM SOAP, 70gms	57	piece		
57	Powder Soup 1kg	6	PACK		
58	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	36	bottle		
59	DISHWASHING LIQUID, lemon, 500ml	134	bottle		
60	DISINFECTANT, bleaching solution	38	can		
61	DISINFECTANT, Spray 400-550grams	52	can		
62	DOORMAT	20	pc.		
63	DUSTPAN	5	pc.		
64	INSECTICIDE, aerosol type, 600mL/can	17	can		
65	FURNITURE CLEANER/POLISH 330ml	33	can		
66	BUCKET, W/ Mop and Handle (mop Bucket)	4	set		
67	RAG, all cotton, 32 pieces per kilo per bundle	31	bundle		
68	TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	60	pack		

