



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



**RFQ-006-2024 – Supply and Delivery of Office Supplies. For use in various documentation for the 1<sup>st</sup> Quarter in the district, Samar 2<sup>nd</sup> DEO, Catbalogan City, Samar**

Name of Procuring Entity : **DPWH - Samar 2<sup>nd</sup> District Engineering Office**

Request for Quotation (P.R. No.) : 2024-02-005

Revised on :

Date : March 27, 2024

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 10:00 A.M. of **April 2, 2024** in the return envelope attached herewith, to the Procurement Unit/BAC Office, **DPWH, Samar 2<sup>nd</sup> District Engineering Office, Catbalogan City, Samar.**

**TERMS AND CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within 15 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. G-EPS 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 items being offered.
8. The approved budget ceiling for this procurement is **₱ 734,917.00**
9. Supplier must have **NO PENDING DELIVERY** in the district and other district offices.
10. Supplier must have a business establishment the locality to ensure that the concern of the procuring office can be address immediately.

**NORBERTO T. GERENTE, ASEAN ENG**  
OIC – Assistant District Engineer  
Chairman, BAC

Item No.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	AIR FRESHENER, 280mL/150g min	32	Can		
2	ALCOHOL, 68%-70%, ethyl, 500ml (-5ml)	125	Bottle		
3	ARCHIVE FILER, A4 w/ DPWH logo	110	Piece		
4	ARCHIVE FILER, legal w/ DPWH logo	70	Piece		
5	BLADE, heavy duty cutter (L500), 10pcs./tube	7	Tube		
6	BOARD PAPER, A4 (P. Cream), 10pcs/pack	17	Pack		
7	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	3	Box		
8	CLIP, backfold, 25mm, 12 pieces per box	29	Box		
9	CORRECTION TAPE, disposable, ausable length: 6min.	122	Piece		
10	CUTTER KNIFE, heavy duty	9	Piece		
11	Duck tape 2"	22	Roll		
12	Double Sided tape 1"	70	Roll		
13	ERASER, plastic or rubber	27	Piece		
14	FOLDER, w/ TAB, A4, 100 pieces pack	13	Pack		
15	FOLDER, w/ TAB, LEGAL, 100 pieces pack	2	Pack		
16	GLUE, all purpose, gross weight: 200 grams min.	15	Bottle		
17	LAMINATING FILM, a4	7	Pack		
18	MARKER, fluorescent, 3 colors per set	13	Set		



19	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	11	Pad		
20	NOTE PAD, stick-on, (1"x1"), 100 sheets per pad	11	Pad		
21	NOTE PAD, stick-on, (4"x4"), 100 sheets per pad	11	Pad		
22	NOTE PAD, stick-on, (2"x2"), 100 sheets per pad	11	Pad		
23	Notebook Stenography's 40 leaves spiral	24	Piece		
24	PAPER CLIP, vinyl/plastic, 32mm min.	41	Box		
25	PAPER CLIP, vinyl/plastic, 48mm min.	13	Box		
26	PAPER, 80gsm, size: A3, 500 pcs./ream	12	Ream		
27	PAPER, PLAIN PAPER COPY (COPY) A4, 70gsm	175	Ream		
28	PAYROLL BOOK, Timebook and payroll	16	Bundle		
29	PHOTO PAPER STICKER GLOSS	94	Pack		
30	PENCIL SHARPENER MACHINE, 1 piece in individual plastic case	3	Box		
31	PENCIL, lead, w/eraser, One (1) dozen per box	17	Box		
32	PENCIL, mechanical, for 0.5mm lead	16	Piece		
33	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	16	Piece		
34	PUSH PIN, flat head type, assorted colors, 100s/box	4	Box		
35	RECORD BOOK, 300 pages, size: 214mm x 278mm min	32	Book		
36	RECORD BOOK, 500 pages, size: 214mm x 278mm min	39	Book		
37	RUBBER BAND, 70mm min lay flat length (#18)	10	Box		
38	RULER, metal, 18", 1 piece in individual plastic	5	Piece		
39	SCISSORS, (6")	13	Pair		
40	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip, 12pcs./box	61	Box		
41	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip 12pcs./box	54	Box		
42	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip 12pcs./box	6	Pad		
43	STAMP PAD INK, violet, 50mL	7	Bottle		
44	STAPLE WIRE, Standard	27	Box		
45	STAPLE REMOVER, Plier type	19	Piece		
46	STAPLER with remover	12	Piece		
47	STAPLER heavy duty, standard	2	Piece		
48	STAPLER #10	2	Piece		
49	STAPLE Wire #10	14	Box		
50	TAPE DISPENSER, heavy duty, for 24mm (1")	7	Piece		
51	TAPE, masking, 24mm, 50 meters length	30	Roll		
52	TAPE, masking, 48mm, 50 meters length	33	Roll		
53	TAPE, packaging, 48mm, 50 meters length	34	Roll		
54	TAPE, transparent, 24mm, 50 meters	38	Roll		
55	TAPE, transparent, 48mm, 50 meters	41	Roll		
56	TOILET TISSUE PAPER, 2-plys sheets, 150 pulls	70	Cart		
57	EPSON INK, L6170 (001), Black	23	Cart		
58	EPSON INK, L6170 (001), Cyan	23	Cart		
59	EPSON INK, L6170(001), Magenta	23	Cart		
60	EPSON INK L6170 (001), Yellow	23	Cart		
61	EPSON INK, L311 (003), Black	12	Cart		



