

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
Regional Office I  
City of San Fernando (La Union)

Name of Procuring Entity : DPWH-ROI	Request for Quotation No. :	2024-04-021
Revised on :	Date :	April 23, 2024
Standard Form/Title	REQUEST FOR QUOTATION	Office/End-User : DPWH ROI

COMPANY	
NAME :	
ADDRESS :	
TEL. NO./FAX	TIN No.
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 10:00 AM of April 26, 2024 manually thru sealed envelop, to the BAC Secretariat, DPWH Regional Office I, Aguila Road, San Fernando City (La Union).

**TERMS and CONDITIONS**

- All entries must be typewritten or legibly written.
- Delivery period: within 5 ( Five) 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 be imposed for non-delivery without valid reason.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years for IT Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- Mayor's/ Business Permit, PhilGEPS Registration Certificate, shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product.
- Please indicate the brand of each items being offered.
- The approved budget ceiling for this procurement is : **PHP 43,007.16**

  
**GERRY G. JUCAR**  
Chief, Construction Division  
BAC Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Air freshener, 320ml	-1-	tubes		
2	Alcohol, 1 gallon, 70%	-1-	gallon		
3	BATTERY, AA, Alkaline, 2pcs/packet	-15-	Packets		
4	Battery AA, rechargeable, 4pcs/packet, with charger	-1-	Packets		
5	CERTIFICATE HOLDER, short, blue	-10-	pc		
6	Clip, backfold, 1", metal, 12's	-8-	box		
7	CLIP, backfold, 3/4"	-5-	box		
8	Envelope expanding, long (brown), 100/box	-1-	box		
9	Envelope, cloth, with handle	-50-	pc		
10	FASTENER, plastic	-3-	box		
11	Folder Long (tagboard), white, 100/pack	-1-	box		
12	Garbage bag, black, 10pcs/pack, XL	-5-	pack		
13	ID CARD JACKET, with lace, transparent, horizontal	-50-	pc		
14	INK, EPSON 003 B	-15-	btl		
15	INK, EPSON 003 C	-6-	btl		
16	INK, EPSON 003 M	-6-	btl		
17	INK, EPSON 003 Y	-6-	btl		
18	Marking pen, permanent, black, bullet type	-5-	pc		

**TOTAL AMOUNT IN FIGURES:**

**TOTAL AMOUNT IN WORDS:**

**PURPOSE:** Supply and Delivery of Office Supplies for the conduct of Comprehensive Training for DPWH Field Engineers, DPWH Regional Office I, San Fernando City, La Union

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 noted 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.

The awarding for this RFQ will be on a lump-sum basis. Prospective suppliers must quote for all of the items, otherwise, they will be subjected for disqualification.

Printed Name / Signature / Date

Publication: April 23, 2024

Telefax: (072) 242-93-51  
c/o BAC Secretariat

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

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Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
19	Marking pen, whiteboard, black, chisel type	-10-	pc		
20	NOTEBOOK, Stenographer, 80 pages	-50-	pc		
21	PAPER BOND, subs. 20, A4	-15-	ream		
22	PAPER BOND, subs. 20, legal	-5-	ream		
23	PAPER BOND, subs. 20, short	-5-	ream		
24	PAPER PARCHMENT, short, white 10's	-10-	pack		
25	Paper, Tear sheet (Manila paper)	-10-	pc		
26	PENCIL, with eraser, No. 2	-50-	pc		
27	Scissor, 7"	-2-	pair		
28	Ballpen Ordinary, black	-50-	pc		
29	Soap, liquid hand soap with pump, 225 ml	-2-	btl		
30	Tape dispenser, for 1"	-1-	pc		
31	Tape, Binding, 2", black	-2-	roll		
32	TAPE, Masking 2"	-5-	roll		
33	TAPE, Scotch 1" (transparent)	-2-	roll		
34	Tissue paper, 3ply	-5-	pack		
	Nothing follows...				

**TOTAL AMOUNT IN FIGURES:**

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