



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**ROMBLON DISTRICT ENGINEERING OFFICE**  
Odiongan, Romblon, MIMAROPA Region (IV-B)



Name of Procuring Entity	: DPWH-Odiongan, Romblon	Request for Quotation	: 2024-01-013
Revised on	:	Date	: JAN 30 2024
Standard Form/Title:	: <b>REQUEST FOR QUOTATION</b>	Office/End-User	: PROPERTY AND SUPPLY UNIT
Company Name	:		
Address	:		
Tel. No./FAX 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 A.M.** of **FEB 06 2024** in the return envelope attached herewith to the BAC Secretariat for Goods.

**TERMS AND CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within **10 WD** upon receipt of the approved funded Purchase Order (PO).
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 one hundred twenty (120) calendar days.
5. G-EPS Registration Certificate 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 **P69,597.51**
9. Place of Delivery is **DPWH-SUPPLY OFFICE**.

  
**ALAN T. SALVADOR**  
Engineer III  
Chief, Planning and Design Section  
BAC Vice Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Office Supplies for Use in the Property and Supply Unit, Odiongan, Romblon				
1	Bond Paper, Substance 20, A4 (70gsm)	125	ream		
2	Envelope, Mailing, White Ordinary 80gsm (9.5" x 4.12") 500 pcs/box	1	box		
3	Tape, Double Sided 1"	24	roll		
4	Tape, Masking, width: 48mm (2")	24	roll		
5	Staple Wire, Standard (26/6) No. 35	12	box		
6	Ballpen, Ordinary, Black (0.5)	30	pc		
7	Arch File with Logo (A4)	50	pc		
8	Tape, Transparrent, width: 24mm (1")	24	roll		
9	Vellum Board (10sheets/pack. 220gsm) A4 size	50	pack		
10	Battery, dry cell, AA, 2 pieces per blister pack	24	pack		
11	Battery, dry cell, AAA, 2 pieces per blister pack	24	pack		

Purpose:	For Use in Property and Supply Unit.
Note:	<b>Please avoid erasures on your price quotation. Any alteration shall not be considered and ground for disqualification.</b>

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) as prices note 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.

Printed Name/Signature/Date