



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-RDEO	Request for Quotation (P.R. No.)	: RFQ2024-11-106
Revised on	:	Date	: 13-Nov-24
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End-User	: DE'S OFFICE
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 NOVEMBER 18, 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 days upon receipt of the approved funded Purchase Order (PO). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed of non-delivery without valid reason.
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. PhilGEPS Registration Certificate/Mayor's Permit/DTI, Tax Clearance, and Omnibus Sworn Statement 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 **P85,033.00.**
9. Place of Delivery is **PROPERTY AND SUPPLY UNIT.**

ELMER M. TOLENTINO
Engineer III
Chief, Construction Section
BAC Chairperson for GOODS

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and delivery of office supplies for use in the District Engineers Office, Odiongan, Romblon				
1	Heavy Duty Stapler with Staple Wire Remover, load cap: 200 staples min.	4	pc		
2	Book, Record, 500 pages size, 214mm x 278 mm	24	pc		
3	Ballpen, Black Grip/Prise Roller 0.5mm	120	pc		
4	Ballpen, Black 0.5mm	120	pc		
5	Battery, dry cell AA, 2 pcs. per blister pack	10	pack		
6	Battery, dry cell AAA, 2 pcs. per blister pack	10	pack		
7	Multi-Insect Killer (Odorless) 600ml	6	can		
8	Highlighter	10	pc		
9	Envelope, Documentary, A4	50	pc		
10	Expanding Envelope Garterized Long Colored Glossy	100	pc		
11	Envelope, Documentary, Legal	50	pc		
12	Tissue, interfolded paper towel 175 pulls	100	pack		
13	Marker, whiteboard, felt tip, bullet type, black	12	pc		
14	Folder, tagboard white (legal) thick	100	pc		
15	Specialty/Board Paper 200Gsm, White A4 (10 sheets)	20	pack		
16	Pencil	60	pc		
17	Scissors, symmetrical, blade length:65mm min.	5	pc		
18	External Backup SSD 1TB	6	unit		

19	Comb Binding Machine 21 holes A4/A3	1	unit		
20	Scientific Calculator FX350MS Functions V2 Battery Operated 2 Line Display Black	2	unit		
21	Alcohol, Isopropyl, 68%-72%, scented, 500ml	50	bot		
22	Air Freshener Spray, 250ml	5	can		
23	Air Freshener 170g Home Room Fragrance Gel	10	pc		
TOTAL					
Purpose:	For use in District Engineers Office.				
Note:	Please avoid erasures on your price quotation. Any alteration shall not be considered and ground for disqualification.				
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.					
Tel. No. (042) 567 - 5007			Printed Name/Signature/Date		
Email Address: alag.celestial@dpwh.gov.ph			Tel. No./Cellphone No./E-mail Address		