

# AKLAN DISTRICT ENGINEERING OFFICE

Kalibo, Aklan

|                           |                                  |                  |
|---------------------------|----------------------------------|------------------|
| Name of Procuring Entity: | Request for Quotation (P.R.No.): | 2024-03-0052     |
| Revised on:               | Date:                            | 03/14/2024       |
| Standard Forms:           | REQUEST FOR QUOTATION            | OFFICE/End User: |
| Company Name:             |                                  | DPWH - AKLAN DEO |
| 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

## TERMS and CONDITIONS:

- All entities must be typewritten or legibly written.
- Delivery period within 7c.d upon request 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 IT Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- G-EPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of quotation.
- Bidders shall submit original brochures showing certifications of the product.
- Please indicate the brand for each item being offered.
- The approved budget ceiling for this procurement is **999,317.50**

**ERNAN I. BAÑES**

BAC Vice - Chairperson

| Item No. | Description                 | QTY | Unit  | UNIT PRICE | TOTAL PRICE |
|----------|-----------------------------|-----|-------|------------|-------------|
| 1        | Alcohol 500 ml              | 300 | bot   |            |             |
| 2        | Ballpen Black 5             | 50  | doz   |            |             |
| 3        | Ballpen Green               | 2   | doz   |            |             |
| 4        | Ballpen Red                 | 2   | doz   |            |             |
| 5        | Bath Soap 85 g              | 50  | pcs   |            |             |
| 6        | Battery "AA"                | 150 | pcs   |            |             |
| 7        | Battery "AAA"               | 150 | pcs   |            |             |
| 8        | Binder Clip 1"              | 20  | doz   |            |             |
| 9        | Binder Clip 1.5/8"          | 20  | doz   |            |             |
| 10       | Binder Clip 2"              | 20  | doz   |            |             |
| 11       | Brown Envelope Long         | 120 | pcs   |            |             |
| 12       | Brown Envelope Short        | 50  | pcs   |            |             |
| 13       | Car Freshener               | 60  | pcs   |            |             |
| 14       | Carbon Paper Long (blue)    | 6   | box   |            |             |
| 15       | Computer Ink 774 Black      | 10  | pcs   |            |             |
| 16       | Computer Ink BT5000 Cyan    | 15  | pcs   |            |             |
| 17       | Computer Ink BT5000 Magenta | 15  | pcs   |            |             |
| 18       | Computer Ink BT5000 Yellow  | 15  | pcs   |            |             |
| 19       | Computer Ink BTD 60 Black   | 15  | pcs   |            |             |
| 20       | Computer Ink 008 (Black)    | 60  | pcs   |            |             |
| 21       | Computer Ink 008 (Cyan)     | 50  | pcs   |            |             |
| 22       | Computer Ink (Magenta)      | 50  | pcs   |            |             |
| 23       | Computer Ink (Yellow)       | 50  | pcs   |            |             |
| 24       | Correction Tape 8m          | 20  | doz   |            |             |
| 25       | Coupon Bond A3              | 85  | reams |            |             |
| 26       | Coupon Bond A4              | 750 | reams |            |             |
| 27       | Coupon Bond Long            | 25  | reams |            |             |
| 28       | Coupon Bond Short           | 25  | reams |            |             |
| 29       | Detergent powder 57 g       | 60  | doz   |            |             |
| 30       | Dishwashing Liquid          | 40  | bot   |            |             |
| 31       | Double Sided Tape           | 35  | pcs   |            |             |
| 32       | Eraser Big                  | 8   | pcs   |            |             |
| 33       | Expanded Folder Long        | 20  | doz   |            |             |
| 34       | Fabric Conditioner 500ml    | 100 | bot   |            |             |



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| Item No.                          | Description  | QTY             | Unit  | UNIT PRICE | TOTAL PRICE |
| 35                                | Fastener Plastic   | 40              | box   |            |             |
| 36                                | Garbage Bag  | 25              | packs |            |             |
| 37                                | Heavy Duty Puncher   | 10              | pcs   |            |             |
| 38                                | Insect Spray 500ml   | 60              | bot   |            |             |
| 39                                | Index Film (Sign here)   | 50              | pad   |            |             |
| 40                                | ISO Folder Legal Size  | 900             | pcs   |            |             |
| 41                                | Light Build (CFL 19 watts)   | 50              | pcs   |            |             |
| 42                                | Masking Tape 1"  | 35              | roll  |            |             |
| 43                                | Mop w/ Handle  | 12              | set   |            |             |
| 44                                | Muriatic Acid  | 10              | gal   |            |             |
| 45                                | Pencil No.2  | 20              | box   |            |             |
| 46                                | Packing Tape 2"  | 20              | roll  |            |             |
| 47                                | Paper Clip 2"  | 25              | box   |            |             |
| 48                                | Paper Towel  | 80              | pack  |            |             |
| 49                                | Photo Paper  | 40              | pack  |            |             |
| 50                                | Record Book 200 Lvs  | 20              | pcs   |            |             |
| 51                                | Record Book 300 Lvs  | 75              | pcs   |            |             |
| 52                                | Record Book 500 Lvs  | 75              | pcs   |            |             |
| 53                                | Scissors (big)   | 7               | pcs   |            |             |
| 54                                | Scotch Tape 1"   | 70              | roll  |            |             |
| 55                                | Sign Pen Black 0.7   | 20              | doz   |            |             |
| 56                                | Sign Pen Blue 0.7  | 20              | doz   |            |             |
| 57                                | Soft Broom   | 20              | pcs   |            |             |
| 58                                | Staple Wire No. 35   | 50              | box   |            |             |
| 59                                | Staple No. 35 Heavy Duty   | 5               | pcs   |            |             |
| 60                                | Staple Wire Remover (Scissor type)   | 15              | pcs   |            |             |
| 61                                | Stick Broom  | 20              | pcs   |            |             |
| 62                                | Sticky Notes 101x76mm  | 40              | pad   |            |             |
| 63                                | Sticky Notes 2.5x76mm  | 40              | pad   |            |             |
| 64                                | Tape Dispenser   | 10              | pcs   |            |             |
| 65                                | Toilet Bowl Cleaner 500ml  | 60              | bot   |            |             |
| 66                                | Toilet Brush w/ Handle   | 10              | pcs   |            |             |
| 67                                | Toilet Deodorizer  | 25              | doz   |            |             |
| 68                                | Toilet Paper   | 100             | doz   |            |             |
| 69                                | USB 8GD  | 3               | pcs   |            |             |
| 70                                | USB 16GD   | 3               | pcs   |            |             |
| 71                                | Zonrox Color Safe  | 30              | gal   |            |             |
|                                   |  |                 |       |            |             |
|                                   | The awarding for the RFQ will be on a lump-sum basis.  |                 |       |            |             |
|                                   | Prospectives Suppliers ,ust quote for all of the items.  |                 |       |            |             |
|                                   | Otherwise they will be subjected for disqualifications.  |                 |       |            |             |
|                                   | Brand and Mod:   | Warranty:       |       |            |             |
|                                   | Delivery Period:   | Price Validity: |       |            |             |
|                                   |  |                 |       |            |             |
|                                   | After having carefully read and accepted your General Conditions, I/We quote you on the item (s) at 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

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