



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**BENGUET 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE**  
Natubleng, Buguias, Benguet, Cordillera Administrative Region



Name of Procuring Entity: Department of Public Works and Highways - Benguet 2<sup>nd</sup> District Engineering Office

Request for Quotation (P.R. No.): **RFQ No. 2024-04-020** dated April 8, 2024  
**PR No. PR2024-04-027** dated April 2, 2024

Revised on: \_\_\_\_\_ Date: \_\_\_\_\_

Standard Form/Title: **REQUEST FOR QUOTATION (SHOPPING)** 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 12, 2024** in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH-BSDEO.

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written.
  - 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.
  - 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 and Mayor's Permit shall be attached upon submission of the sealed quotation.
- NOTE: Please submit three (3) duly certified photocopies of each document stated in term and condition no. 5 and original copy of this accomplished RFQ & two (2) certified photocopies**
- Bidders shall submit original brochures of the product.
  - Please indicate the brand for each items being offered.
  - Cost of Bidding Document: **Php1,000.00**
  - The approved budget ceiling for this procurement is **Php678,570.00**

**PATERNO C. GONZALO**  
Chief Administrative Section  
BAC Vice Chairperson

Item No.	ITEMS & DESCRIPTIONS	Brand /Model	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Air freshener, aerosol type,300ml		10	can		
2	Ballpen, Retractable, Black, 12pcs/box		8	box		
3	Ballpen, Retractable, Blue, 12pcs/box		4	box		
4	Battery, dry cell, AA, 2 pcs/pack		10	pack		
5	Battery, dry cell, AAA, 2 pcs/pack		5	pack		
6	Bill counter		1	unit		
7	Clear book,A4, 10pcs/pack(for QMS/ISO)		20	pack		
8	Compact Disc, rewritable, 700MB/60min,with case		50	piece		
9	Correction tape, film base type,(TM 8m)		9	piece		
10	Cutter blade refill, 10pcs/tube		9	tube		
11	DPWH Customized file folder, royal blue with DPWH logo, A4, side clip (portrait)		30	piece		
12	DPWH Customized file folder, royal blue with DPWH logo, Legal, top (clip)		20	piece		
13	DPWH Customized file folder, royal blue with logo, legal, side clip (landscape)		25	piece		
14	DPWH Customized file folder, royal blue with logo, legal, box type, no clip		200	piece		
15	Envelope, expanding, plastic, 0.50mm thickness min, legal, with tie		50	piece		
16	External drive, 1TB		9	piece		
17	Fastener, metal, 70mm between prongs		15	box		
18	Fastener, hardlock, plastic, 70mm, asstd colors lock, 50sets/box		15	box		
19	Flash drive, 64 GB with OTG plug & play		16	piece		
20	HP Ink Tank Wireless 415, GT52, Cyan		5	piece		
21	HP Ink Tank Wireless 415, GT52, Magenta		5	piece		
22	HP Ink Tank Wireless 415, GT52, Yellow		5	piece		
23	HP Ink Tank Wireless 415, GT53, Black		10	piece		
24	Index Tab, self-adhesive, transparent		10	box		
25	Ink cart, canon CL-811, colored		10	cart		
26	Ink cart, canon PG-810, black		15	cart		
27	Epson Ink, L1455, Black		10	bottle		
28	Epson Ink, L1455, Cyan		6	bottle		
29	Epson Ink, L1455, Magenta		6	bottle		
30	Epson Ink, L1455, Yellow		6	bottle		
31	Ink Refill ,Epson (T6641), Black		20	bottle		
32	Ink Refill ,Epson (T6642), Cyan		6	bottle		
33	Ink Refill ,Epson(T6643), Magenta		6	bottle		
34	Ink Refill ,Epson (T6644), Yellow		6	bottle		
35	Ink Refill ,Epson, 001, Black		10	bottle		
<b>SUBTOTAL</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) 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 the DPWH.

For further information, please refer to:

ABRAHAM S. OSBEN  
HEAD - BAC Secretariat  
[(+63)907 547 6647]

[osben.abraham@dpwh.gov.ph](mailto:osben.abraham@dpwh.gov.ph)

Printed Name/Signature/Date

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





Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**BENGUET 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE**  
Natublung, Buguias, Benguet, Cordillera Administrative Region



Name of Procuring Entity: Department of Public Works and Highways - Benguet 2<sup>nd</sup> District Engineering Office

Request for Quotation (P.R. No.): **RFQ No. 2024-04-020** dated April 8, 2024  
**PR No. PR2024-04-027** dated April 2, 2024

Revised on:	Date:
Standard Form/Title: <b>REQUEST FOR QUOTATION (SHOPPING)</b>	Office/End User: <b>ADMINISTRATIVE SECTION</b>
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 12, 2024** in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH-BSDEO.

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written.
  - 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.
  - 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-EPIS Registration Certificate and Mayor's Permit shall be attached upon submission of the sealed quotation.**
- NOTE: Please submit three (3) duly certified photocopies of each document stated in term and condition no. 5 and original copy of this accomplished RFQ & two (2) certified photocopies )**
- Bidders shall submit original brochures of the product.
  - Please indicate the brand for each items being offered.
  - Cost of Bidding Document:
  - The approved budget ceiling for this procurement is**

Php1,000.00

Php678,570.00

**PATERNO C. GONZALO**  
Chief Administrative Section  
BAC Vice Chairperson

Item No.	ITEMS & DESCRIPTIONS	Brand/ Model	QTY	UNIT	UNIT PRICE	TOTAL PRICE
36	Ink Refill ,Epson, 001, Cyan		4	bottle		
37	Ink Refill ,Epson, 001, Magenta		4	bottle		
38	Ink Refill ,Epson, 001, Yellow		4	bottle		
39	Ink Refill ,Epson, 008, Black		10	bottle		
40	Ink Refill ,Epson, 008, Cyan		4	bottle		
41	Ink Refill ,Epson, 008, Magenta		4	bottle		
42	Ink Refill ,Epson, 008, Yellow		4	bottle		
43	Ink, Hp Deskjet Ink Advantage 2515, Black, # 678		10	cart		
44	Ink, Hp Deskjet Ink Advantage 2515, Colored,# 678		10	cart		
45	Mailing envelope, white, long, 100pcs/box		5	box		
46	Marker, fluorescent, 3 colors/set		8	set		
47	Marker, permanent, black, broad		2	box		
48	Marker, permanent, black, bullet		2	box		
49	Marker, whiteboard, black, broad		2	box		
50	Marker, whiteboard, blue, bullet type		2	box		
51	Money Detector		1	unit		
52	Note pad, stick on, 50mmx76mm(2"x3")min		30	pad		
53	Note pad, stick on, 76mmx100mm(3"x4")min		30	pad		
54	Paper clip, gem type, 33mm, 50pcs/box		10	box		
55	Paper, Multicopy, A4, 80gsm		200	ream		
56	Pencil, lead with eraser, # 2		6	box		
57	Post-it/Sign Here (film index), 100pcs/set		30	set		
58	Puncher, heavy duty, HD#75XL(7CM)		5	unit		
59	Push pin, with flat plastic head, 100pcs/case		5	case		
60	Record Book, 300 pgs,214mmx278mm		10	book		
61	Record Book, 500 pgs,214mm x278mm		10	book		
62	Risograph(hard copy) A4, Property Card		50	piece		
63	Risograph(hard copy), Stock Card		1000	piece		
64	Rubber Band, #18, 400 gms.		1	box		
65	Sign pen, black, liquid gel, 0.5mm, 12s/box		10	box		
66	Sign pen, blue, liquid gel, 0.5mm, 12s/box		10	box		
67	Stamp pad, refillable ink (violet or blue)		2	bottle		
68	Staple wire, standard # 35 (26/6 5000 full strip staples)		25	box		
69	Stapler remover, plier type		5	piece		
70	Stapler, heavy duty, with built-in staple remover at the side		5	piece		
<b>SUBTOTAL</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) 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 the DPWH.

For further information, please refer to:

ABRAHAM S. OSBEN  
HEAD - BAC Secretariat  
[(+63)907 547 6647]

osben.abraham@dpwh.gov.ph

Printed Name/Signature/Date

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





Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**BENGUET 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE**  
Natubleng, Buguias, Benguet, Cordillera Administrative Region



Name of Procuring Entity: Department of Public Works and Highways - Benguet 2<sup>nd</sup> District Engineering Office

Request for Quotation (P.R. No.): **RFQ No. 2024-04-020** dated April 8, 2024  
**PR No. PR2024-04-027** dated April 2, 2024

Revised on:	Date:
Standard Form/Title: <b>REQUEST FOR QUOTATION (SHOPPING)</b>	Office/End User: <b>ADMINISTRATIVE SECTION</b>
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 12, 2024** in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH-BSDEO.

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written.
- 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.
- 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-EPIS Registration Certificate and Mayor's Permit shall be attached upon submission of the sealed quotation.

**NOTE: Please submit three (3) duly certified photocopies of each document stated in term and condition no. 5 and original copy of this accomplished RFQ & two (2) certified photocopies )**

- Bidders shall submit original brochures of the product.
- Please indicate the brand for each items being offered.

8. Cost of Bidding Document:

Php1,000.00

9. The approved budget ceiling for this procurement is

Php678,570.00

**PATERNO C. GONZALO**  
Chief Administrative Section  
BAC Vice Chairperson

Item No.	ITEMS & DESCRIPTIONS	Brand/Model	QTY	UNIT	UNIT PRICE	TOTAL PRICE
71	Sticker Paper, 8-1/4, 10sheets/pack Matte		50	pack		
72	Tape, double adhesive, 3/4" with foam		10	roll		
73	Tape, transparent, width: 24mm (±1mm)		15	roll		
74	Tape, transparent, width: 48mm (±1mm)		10	roll		
75	Tape, packaging, width: 48mm (±1mm)		3	roll		
76	TN 116, INEO 0664 Toner		4	piece		
77	Bleach, 4 liters/gallon		15	gallon		
78	Deodorant Cake, with handle, 50g		12	piece		
79	Chamois		15	piece		
80	Detergent Powder, 1 kg./pack		20	pack		
81	Door Knob, heavy duty		2	piece		
82	Dust pan, plastic		5	piece		
83	Foot rug, big, cloth(non-weave)		2	piece		
84	Glass Cleaner wiper/ scraper, 8" short handle, rubberized		6	piece		
85	Glass Cleaner wiper/ scraper, 12" long handle, foam		20	piece		
86	Gloves, cloth,(black, rubberized palm)		5	pair		
87	Gloves, rubber		5	pair		
88	Hand Towel, medium, thick, white		10	piece		
89	Glass Cleaner, 1 gallon		12	gallon		
90	Mop, squeeze, heavy duty		5	piece		
91	Magic mop, heavy duty		10	unit		
92	Mophandle, heavy duty, aluminum, screw type		5	piece		
93	Mophead, made of rayon, weight: 400 grams min.		20	piece		
94	Soft Broom, tambo (thick)		10	piece		
95	Stick Broom (ting-ting)		10	piece		
96	Toilet bowl and urinal cleaner, 1000ml		5	bottle		
97	Toilet bowl cleaner strip, stick-on		20	pack		
98	Toilet Brush with handle, heavy duty		20	piece		
99	Trash Bag, big, black (thick)		50	pack		
100	Trash Bag, medium, black (thick)		50	pack		
101	Teflon Tape (1")		5	roll		
102	Baking Soda, pure, 900grams		30	box		
103	White Vinegar, 1.8 liter		30	bottle		
104	Dishwashing Liquid, pure, green, 250ml		30	bottle		
SUBTOTAL						
OVERALL TOTAL						

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 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 the DPWH.

For further information, please refer to:

ABRAHAM S. OSBEN  
HEAD - BAC Secretariat  
[(+63)907 547 6647]  
[osben.abraham@dpwh.gov.ph](mailto:osben.abraham@dpwh.gov.ph)

Printed Name/Signature/Date

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