



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
NORTHERN SAMAR 2nd
DISTRICT ENGINEERING OFFICE
Brgy. Burabod, Laoang, Northern Samar, Region VIII



Name of Procuring Entity :	N. Samar 2nd DEO	Request for Quotation(PR No.)	2024-01-0005	1/8/2024
Revised on :				
Standard Form/Title :	REQUEST FOR QUOTATION			
COMPANY NAME :				OFFICE/END USER: ADMINISTRATIVE SECTION
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 2:00 P.M. of _____ in the return envelope attached herewith, Procurement Unit, 2nd Floor, Brgy. Burabod, Laoang, Northern Samar.

TERMS and CONDITIONS :

- All entries must be typewritten or legibly written.
- Delivery period within 30 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.
- PhilGEPS Certificate, DTI/SEC-COR, BIR-COR, Mayor's Permit, Latest BIR ITR, Tax Clearance & Omnibus Sworn Statement shall be attached upon submission of the quotation.
- Bidders shall submit original brochures of the product .
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **P698,615.00**


ATTY. ARTHUR ERIC L. SABONG
Assistant District Engineer/
BAC Chairman

Item No.	TEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Ballpen, Ordinary, Black	50	piece		
2	Clip, Backfold, 19mm	3	box		
3	Clip, Backfold, 25mm	3	box		
4	Clip, Backfold, 32mm	13	box		
5	Clip, Backfold, 50mm	3	box		
6	Correction Tape, 8m, branded	45	piece		
7	Customized Doc. Binder w/ DPWH Logo, Size: A4	100	piece		
8	Customized Doc. Binder w/ DPWH Logo, Size: Legal	100	piece		
9	Envelope, Documentary, A4, 500pcs./box-Brown	1	box		
10	Envelope, Brown, Expanded, 100 pcs/pack	1	box		
11	Fastener, Metal, non-sharp edges, holds 2"thick, 50sets/bo	10	box		
12	File Tab Divider, bristol board, for A4, 10sets/pack	30	pack		
13	Folder with tab, A4, 100pcs./pack	1	pack		
14	Glue, All-purpose, 200grams	2	jar		
15	Brother Ink (LC3617B) Black	95	bottle		
16	Brother Ink (LC3617Y) Yellow	40	bottle		
17	Brother Ink (LC3617C) CYAN	40	bottle		
18	Brother Ink (LC3617M) MAGENTA	40	bottle		
19	INK, Epson 001, Black, 127 ml	10	bottle		
20	INK, Epson 001, Magenta, 70	10	bottle		
21	INK, Epson 001, Yellow, 70ml	10	bottle		
22	INK, Epson 001, Cyan, 70ml	10	bottle		
23	INK, Epson 003, Black	10	bottle		
24	INK, Epson 003, Cyan	10	bottle		
25	INK, Epson 003, Yellow	10	bottle		
26	INK, Epson 003, Magenta	10	bottle		
27	Marker, Flourescent, 3colors/set	5	set		
28	Marker, Permanent, Black, Bullet Type	1	piece		
29	Pencil, Lead/graphite, with eraser, 1doz./box	1	box		
30	Paper, Multicopy, A4, 80gsm, substance 20	90	ream		
31	Paper, Multicopy, legal, 80gsm, substance 20	170	ream		
32	Paper, Multi Copy, 80 GSM-A3	20	ream		
33	Photo Paper, Glossy, A4, Branded	40	pack		
34	Puncher, paper, heavy duty	10	piece		
35	Ring Binder, Plastic, 20mm	5	bundle		
36	Ring Binder, Plastic, 16mm	5	bundle		
37	Ring Binder, Plastic, 12mm	5	bundle		
38	Ring Binder, Plastic, 8mm	5	bundle		
39	Sign Pen, Black, Liquid/Gel Ink, 0.3mm Needle Tip	50	piece		
40	Sign Pen, Blue, Liquid/Gel Ink, 0.3mm Needle Tip	50	piece		
41	Scissors, Symmetrical or asymmetrical	2	pair		
42	Stamp(Certified True Copy)	3	piece		
43	Stamp (Received)	1	piece		



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ATTY. ARTHUR ERIC L. SABONG
Assistant District Engineer/
BAC Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL AMOUNT
44	Stapler, Standard Type, with stapler remover	12	piece		
45	Staple Wire, standard	12	box		
46	Sticky Note Sign Here 125 Sheets/pad	10	pack		
47	Tape, masking, 48mm, 2x50	3	roll		
48	Tape, Transparent, 48mm, 2x50	1	roll		
49	Toner Cartridge for Ineo+226i(TN 228)-Black	3	cart		
50	Alcohol, Ethyl, 68%-72%, 500ml	12	bottle		
51	Diswashing Liquid, 250ml	50	bottle		
52	Glass Cleaner	2	bottle		
53	Mop Bucket, heavy duty, 30 liters capacity, branded (Big)	1	set		
54	Rags, all cotton, 1 Kilo/Bundle	1	bundle		
TOTAL					-

TOTAL AMOUNT IN WORDS _____

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 for Delivery

Telephone No.: _____
c/o joseph c. romance
email: romancejc8@gmail.com

Printed Name/Signature/Date _____

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