



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SORSOGON 2ND DISTRICT ENGINEERING OFFICE
Regional Office No. V
Payawin, Gubat, Sorsogon



| | | |
|--------------------------|---|---|
| Name of Procuring Entity | : | Request for Quotation (P.R. No.): 2024-07-126 |
| Revised on | : | Date: July 30, 2024 ABC: P608,011.00 |
| Standard Form/Title | : | REQUEST FOR QUOTATION Office/End-User: Admin., Office of the |
| Mode of Procurement | : | SHOPPING DE, QAS, Construction, Finance & BAC |
| COMPANY NAME | : | Philgeps No.: |
| ADDRESS | : | TCC No.: |
| TEL / FAX NUMBER | : | TIN: |

Please submit your quotation for the item(s) listed below, which may be submitted in person at the Procurement Unit Office, Payawin, Gubat, Sorsogon or thru registered mail or email not later than **10:00 A.M. of 15 AUG 2024**.
Quotation may be submitted open or sealed and should be duly signed by the firm's owner or authorized representative subject to the terms and conditions, hereof.

TERMS and CONDITIONS :

- 1.0 All entries must be typewritten or legibly written.
- 2.0 Delivery period within 30 **CD** upon receipt of the approved funded Purchased Order (P.O.)
Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- 3.0 Warranty shall be for minimum of three(3) months for Expendable Supplies & one year for Non-Expendable Supplies and three (3) years for IT Equipment reckoned from date of acceptance by the end-user.
- 4.0 Price validity shall be for a period of sixty (60) calendar days.
- 5.0 PhilGEPS/ Registration Certificate / Mayor's Permit / shall be attached upon submission of the quotation
DTI or SEC and latest Tax Clearance shall be submitted before the award of the Purchase Order (P.O.)
- 6.0 Bidders must quote for all the items. Any erasure, correction or alteration made by the bidders in any of the items shall render the bid non-complying, hence a ground for disqualification.
- 7.0 The DPWH reserves the right to accept or reject any bids, to annul the bidding process and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.


DAVE KLINT B. ALMILLA
BAC Chairman
Chief, Construction Section

| Item No. | Items and Description | Qty | Unit | Unit Price | Total Price |
|-------------|--|-----|------|------------|-------------|
| 1.0 | Arch Lever File w/DPWH Logo, Long | 237 | pcs | | |
| 2.0 | Arch Lever File w/DPWH Logo, A4 | 12 | pcs | | |
| 3.0 | Ballpen, Black | 149 | pcs | | |
| 4.0 | Ballpen, Blue | 72 | pcs | | |
| 5.0 | Binder Clip, Backfold 1/2", 12pcs/box | 6 | pcs | | |
| 6.0 | Binder Clip, Backfold 1", 12pcs/box | 6 | pcs | | |
| 7.0 | Binder Clip, Backfold 1 1/2", 12pcs/box | 6 | pcs | | |
| 8.0 | Binder Clip, Backfold 2", 12pcs/box | 11 | box | | |
| 9.0 | Binder Clip, Backfold 1 5/8", 12 pcs/box | 6 | box | | |
| 10.0 | Book Paper, 80gsm, A4 | 490 | ream | | |
| 11.0 | Book Paper, 80gsm, A3 | 80 | ream | | |
| 12.0 | Chip Board | 20 | pcs | | |
| 13.0 | Clear Sheet Re Filler (Long) | 20 | pack | | |
| 14.0 | Clear Sheet Re Filler (A4) | 15 | pack | | |
| 15.0 | Correction Tape | 58 | pcs | | |
| 16.0 | Cutter Knife, for general purpose | 6 | pcs | | |
| 17.0 | Envelope, brown, A4 100pcs/pack | 1 | pack | | |
| 18.0 | Envelope, Mailing, white | 2 | pack | | |
| page 1 of 5 | | | | | |

Please specify brand names and model, if applicable.

Brand Name and Model : _____
Delivery Period : _____

Warranty : _____
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.

Tel.No./Mobile No. : 0967-446-1861
email: enesio.glenn@dpwh.gov.ph

Printed Name / Signature / Date

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



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|----------|--|-------|--------|------------|-------------|
| 19.0 | Eraser, Steadler ✓ | 1 ✓ | pc ✓ | | |
| 20.0 | Fastener, small ✓ | 12 ✓ | box ✓ | | |
| 21.0 | Fastener, 70mm between prongs(plastic) ✓ | 20 ✓ | box ✓ | | |
| 22.0 | Folder, Expanding, Legal, 100pcs/box ✓ | 1 ✓ | box ✓ | | |
| 23.0 | Folder, A4 size 100pcs/pack ✓ | 6 ✓ | pack ✓ | | |
| 24.0 | Glue on Stick all purpose paste (15g) ✓ | 8 ✓ | pcs ✓ | | |
| 25.0 | Glue, all purpose 240ml ✓ | 16 ✓ | bot ✓ | | |
| 26.0 | Marker, Fluorescent, 3 assorted colors per set ✓ | 3 ✓ | set ✓ | | |
| 27.0 | NOTE PAD, stick on 3x3,100 sheets per pad ✓ | 2 ✓ | pad ✓ | | |
| 28.0 | NOTE PAD, stick on 3x4,100 sheets per pad ✓ | 2 ✓ | pad ✓ | | |
| 29.0 | Paper Clip, 32mm, Small ✓ | 15 ✓ | box ✓ | | |
| 30.0 | Pencil, lead with eraser ✓ | 4 ✓ | box ✓ | | |
| 31.0 | Pencil, colored (asstd. Colors) 6pcs/pack ✓ | 20 ✓ | pack ✓ | | |
| 32.0 | Philippine Flag, 4 x 6ft. ✓ | 3 ✓ | pc ✓ | | |
| 33.0 | Photo Paper, A4, 20pcs/pack, glossy ✓ | 70 ✓ | pack ✓ | | |
| 34.0 | Photo Paper, Legal, 20pcs/pack, glossy ✓ | 30 ✓ | pack ✓ | | |
| 35.0 | Puncher, paper, heavy duty, w/ 2 hole guide ✓ | 2 ✓ | pcs ✓ | | |
| 36.0 | Push Pin ✓ | 13 ✓ | box ✓ | | |
| 37.0 | Ruler, Plastic ✓ | 2 ✓ | pc ✓ | | |
| 38.0 | Ruler, Plastic,300mm, width: 38mm min ✓ | 3 ✓ | pcs ✓ | | |
| 39.0 | Ribbon for Electronic Typewriter (Olympia, Carrera de Luxe MD) ✓ | 2 ✓ | pcs ✓ | | |
| 40.0 | Rubber Band, Heavy Duty ✓ | 5 ✓ | box ✓ | | |
| 41.0 | Sign Pen 0.5mm, Black ✓ | 180 ✓ | pcs ✓ | | |
| 42.0 | Sign Pen 0.5mm, Blue ✓ | 150 ✓ | pcs ✓ | | |
| 43.0 | Sign Pen 0.5mm, Red ✓ | 12 ✓ | pcs ✓ | | |
| 44.0 | Sign Pen 0.5mm, Green ✓ | 12 ✓ | pcs ✓ | | |
| 45.0 | Sign Pen 0.3mm, Black ✓ | 72 ✓ | pcs ✓ | | |
| 46.0 | Stamp Pad Ink, Violet ✓ | 6 ✓ | bot ✓ | | |
| 47.0 | Stamp Pad Ink, black ✓ | 1 ✓ | bot ✓ | | |
| 48.0 | Staple Wire, Standard (26/6) ✓ | 16 ✓ | box ✓ | | |
| 49.0 | Staple Wire, Standard (23/6-23/24) ✓ | 10 ✓ | box ✓ | | |
| 50.0 | STAPLER,STANDARD TYPE, with REMOVER, Heavy Duty ✓ | 10 ✓ | pcs ✓ | | |
| 51.0 | Sticky Note, Assorted Color (3 colors) ✓ | 30 ✓ | pad ✓ | | |
| 52.0 | Stick Note (ear tag, 'sign here') ✓ | 65 ✓ | pad ✓ | | |

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|----------|---|-------|--------|------------|-------------|
| 53.0 | Tape, Double-Sided, 1" ✓ | 24 ✓ | roll ✓ | | |
| 54.0 | Tape, Masking, 24mm ✓ | 28 ✓ | roll ✓ | | |
| 55.0 | Tape, Masking, 48mm ✓ | 6 ✓ | roll ✓ | | |
| 56.0 | Tape, Transparent, width 24mm ✓ | 36 ✓ | roll ✓ | | |
| 57.0 | Tape, Transparent, width 48mm ✓ | 23 ✓ | roll ✓ | | |
| 58.0 | Tape, Packaging, width 48mm ✓ | 6 ✓ | roll ✓ | | |
| 59.0 | Calculator, 12- digits ✓ | 4 ✓ | pc ✓ | | |
| 60.0 | Scissors, Big ✓ | 6 ✓ | pair ✓ | | |
| 61.0 | Scissors, small ✓ | 5 ✓ | pair ✓ | | |
| 62.0 | CD RW w/ case ✓ | 100 ✓ | pc ✓ | | |
| 63.0 | DVD-R, with case ✓ | 50 ✓ | pc ✓ | | |
| 64.0 | External Hard Drive, 1TB, 2.5HDD, USB 3.0 ✓ | 1 ✓ | pc ✓ | | |
| 65.0 | Flash Drive, 8GB Capacity ✓ | 24 ✓ | pc ✓ | | |
| 66.0 | Flash Drive, 16GB Capacity ✓ | 24 ✓ | pc ✓ | | |
| 67.0 | Flash Drive, 32GB Capacity ✓ | 14 ✓ | pc ✓ | | |
| 68.0 | Ink Bottle, for Epson L850,673, Black ✓ | 2 ✓ | bot ✓ | | |
| 69.0 | Ink Bottle, for Epson L850,673, Cyan ✓ | 2 ✓ | bot ✓ | | |
| 70.0 | Ink Bottle, for Epson L850, 673, Light Cyan ✓ | 2 ✓ | bot ✓ | | |
| 71.0 | Ink Bottle, for Epson L850, 673, Magenta ✓ | 2 ✓ | bot ✓ | | |
| 72.0 | Ink Bottle, for Epson L850, 673, Light Magenta ✓ | 2 ✓ | bot ✓ | | |
| 73.0 | Ink Bottle, for Epson L850, 673, Yellow ✓ | 2 ✓ | bot ✓ | | |
| 74.0 | Ink Bottle, for Epson L8050, 057, Black ✓ | 5 ✓ | bot ✓ | | |
| 75.0 | Ink Bottle, for Epson L8050, 057, Cyan ✓ | 4 ✓ | bot ✓ | | |
| 76.0 | Ink Bottle, for Epson L8050, 057, Light Cyan ✓ | 4 ✓ | bot ✓ | | |
| 77.0 | Ink Bottle, for Epson L8050, 057, Magenta ✓ | 4 ✓ | bot ✓ | | |
| 78.0 | Ink Bottle, for Epson L8050, 057, Light Magenta ✓ | 4 ✓ | bot ✓ | | |
| 79.0 | Ink Bottle, for Epson L8050, 057, Yellow ✓ | 4 ✓ | bot ✓ | | |
| 80.0 | Ribbon, for Epson LX-310 Printer, Black ✓ | 2 ✓ | cart ✓ | | |
| 81.0 | Ink Bottle, Epson- 003 for L3110 printer, black ✓ | 4 ✓ | bot ✓ | | |
| 82.0 | Canon GI-71 Ink (Black) ✓ | 2 ✓ | bot ✓ | | |
| 83.0 | Canon GI-71 Ink (Cyan) ✓ | 2 ✓ | bot ✓ | | |
| 84.0 | Canon GI-71 Ink (Magenta) ✓ | 2 ✓ | bot ✓ | | |
| 85.0 | Canon GI-71 Ink (Yellow) ✓ | 2 ✓ | bot ✓ | | |
| 86.0 | Battery, AA (2pcs/pack) ✓ | 26 ✓ | pack ✓ | | |
| 87.0 | Battery, AAA (2pcs/pack) ✓ | 13 ✓ | pack ✓ | | |
| 88.0 | Air Freshener, aerosol, 280ml ✓ | 36 ✓ | can ✓ | | |

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| 89.0 | Multi-Insect Killer/Insecticide, Spray, 600ml ✓ | 12 ✓ | can ✓ | | |
| 90.0 | Alcohol, Ethyl 70%, 500ml ✓ | 39 ✓ | bot ✓ | | |
| 91.0 | Alcohol, Ethyl 70%, scented ✓ | 7 ✓ | gallon ✓ | | |
| 92.0 | Liquid Hand Sanitizer 500ml ✓ | 6 ✓ | bot ✓ | | |
| 93.0 | Gel, Hand Soap ✓ | 6 ✓ | bot ✓ | | |
| 94.0 | Broom, Hard, Long ✓ | 2 ✓ | pc ✓ | | |
| 95.0 | Broom, Soft (tambo) ✓ | 12 ✓ | pc ✓ | | |
| 96.0 | Pail, Plastic ✓ | 6 ✓ | pc ✓ | | |
| 97.0 | Dust Pan with Handle, Large Plastic ✓ | 6 ✓ | pc ✓ | | |
| 98.0 | Concentrate Fabric Conditioner ✓ | 86 ✓ | sachet ✓ | | |
| 99.0 | Detergent Powder ✓ | 86 ✓ | sachet ✓ | | |
| 100.0 | Dishwashing Sponge ✓ | 59 ✓ | pc ✓ | | |
| 101.0 | Dishwashing Liquid, 50ml ✓ | 56 ✓ | sachet ✓ | | |
| 102.0 | Dishwashing Liquid, 900ml ✓ | 28 ✓ | bot ✓ | | |
| 103.0 | Dishwashing Paste, 400g ✓ | 17 ✓ | jar ✓ | | |
| 104.0 | Stain Remover, 500ml ✓ | 36 ✓ | bot ✓ | | |
| 105.0 | Disinfectant Spray 500-550g aerosol type ✓ | 24 ✓ | can ✓ | | |
| 106.0 | Face Mask ✓ | 12 ✓ | box ✓ | | |
| 107.0 | Muriatic Acid, 1000 ml ✓ | 6 ✓ | bot ✓ | | |
| 108.0 | Mop Turbo Microfibre head ✓ | 5 ✓ | unit ✓ | | |
| 109.0 | Mop with Spinner ✓ | 2 ✓ | set ✓ | | |
| 110.0 | Scouring Pad ✓ | 15 ✓ | pc ✓ | | |
| 111.0 | Scouring Powder, Multi-purpose ✓ | 5 ✓ | can ✓ | | |
| 112.0 | Toilet Deodorant Cake ✓ | 57 ✓ | pc ✓ | | |
| 113.0 | Toilet Bowl cleaner, 1L ✓ | 3 ✓ | bot ✓ | | |
| 114.0 | Toilet Tissue Paper, 2-Ply (12rolls/pack) ✓ | 72 ✓ | pack ✓ | | |
| 115.0 | Toilet Tissue Paper, 200m, 2-Ply ✓ | 33 ✓ | roll ✓ | | |
| 116.0 | Toilet Tissue Paper, 3-Plys sheets ✓ | 15 ✓ | pack ✓ | | |
| 117.0 | Trashbin- medium size, green ✓ | 2 ✓ | pc ✓ | | |
| 118.0 | Trashbin- medium size, black ✓ | 2 ✓ | pc ✓ | | |
| 119.0 | Trashbin- medium size, blue ✓ | 2 ✓ | pc ✓ | | |
| 120.0 | Trashcan ✓ | 5 ✓ | pc ✓ | | |
| 121.0 | Trashbag, Black, M ✓ | 22 ✓ | roll ✓ | | |
| 122.0 | Trashbag, Black, L ✓ | 24 ✓ | pack ✓ | | |
| 123.0 | Trashbag, Black, XL ✓ | 5 ✓ | pack ✓ | | |
| 124.0 | Trashbag,plastic, transparent ✓ | 10 ✓ | roll ✓ | | |
| 125.0 | Heavy Duty Turnado and Spinning mop ✓ | 1 ✓ | pc ✓ | | |

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