



Republic of the Philippines  
Department of Public Works and Highways  
**OFFICE OF THE DISTRICT ENGINEER**  
Batanes District Engineering Office  
Basco, Batanes



Name of Procuring Entity	: DPWH-BDEO	PR No. :	2024-08-0112
Revised on	:	Date :	August 17, 2024
Standard Form/Title	: <b>REQUEST FOR QUOTATION</b>	Office/End User :	<b>PROCUREMENT UNIT</b>
<b>COMPANY NAME</b> :			
<b>ADDRESS</b> :			
<b>TEL. NO./FAX NO.</b> :		<b>TIN NO.:</b>	

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 PM of August 23, 2024**.

**TERMS AND CONDITIONS**

- All entries must be **TYPE WRITTEN** or **ELIGIBLY WRITTEN**.
- Delivery period within **45 C.D.** 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 (1) year for **EQUIPMENT**; three (3) years for **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/Latest Income Tax return/Tax Clearance and DTI** shall be attached upon submission of the quotation. For ABC exceeding or equal the amount of **Php 50,000.00, Omnibus Sworn Statement** is required.
- Bidders shall submit original **BROCHURES** showing certificate of the product **IF APPLICABLE**.
- Please indicate the **BRAND** for each items being offered if applicable.
- The approved budget ceiling for this procurement is **P 155,723.00**.

  
**RODERICK V. HORNEADO**  
BAC, Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	Unit	Unit Price	Total Price
1	Isoprophyl Alcohol 3.78L	3	gal		
2	Solid Air Freshener	10	pc		
3	Dishwashing Liquid 1L	8	bot		
4	Garbage Bin with Cover (Black)20L	6	pc		
5	Open Waste Basket	4	pc		
6	Glass Cleaner (1 gal)	1	gal		
7	Dishwashing Foam	4	pc		
8	Feather Duster	3	pc		
9	Bathroom Tissue 3ply (12 rolls/pack)	10	pack		
10	Facial Tissue 3 ply	20	pack		
11	Flower Pot (10.5 X 10") Large	6	pc		
12	Flower Pot (6.5 X 7") Medium	4	pc		
13	Flower Pot (5.5 X 5.5") Small	4	pc		
14	Water Dispenser, Top Load Water Gallon With Front Cover and Bottom cabinet	1	unit		
15	Round water container 20L (for water dispenser)-Blue	2	pc		
16	Coffee Maker (9.0L)	1	unit		
17	Coffee/Tea cups & saucer set- White 240ml	12	set		
18	Teaspoon (Stainless steel)	10	pc		
19	Spoon & Fork (Stainless steel)	2	doz		
20	Coffee Mug 300ml	12	pc		
21	Dish Cabinet/Organizer (Big)	1	pc		
22	Car Vent Clip Air freshener (Assorted)	10	pc		
23	Bond Paper A3 - 80gsm	10	ream		
24	Bond Paper A4 - 80gsm	15	box		
25	Bond Paper Legal - 80gsm	10	box		
26	Logbook/Record Book - 500 pages	5	pc		
27	Record book (mini) 300 pages	5	pc		
28	Yellow Pad Paper	5	pad		
29	Sticky Note 3x3	12	pack		
30	Self ink Stamp	1	pc		
31	Self ink Stamp(personalized)	1	pc		



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Item No.	ITEMS & DESCRIPTION	QTY	Unit	Unit Price	Total Price
32	Universal Book-ends (Heavy Duty)	4	pair		
33	Staple w/ remover (Heavy Duty)	4	pc		
34	Staple Wire Remover (Plier Type)	2	pc		
35	Binder Clip 2"	10	box		
36	Binder Clip 1"	10	box		
37	Staple Wire No. 35	4	box		
38	Paper Fastener Short	15	box		
39	Highlighter Marker (10pcs/box)	2	box		
40	Correction Tape	24	pc		
41	Twist Tie	1	roll		
42	Mouse Pad	4	pc		
43	Laptop Charger (HP Envy Model: 15-ep0151TX)	1	unit		
44	Paper Shredder Machine (16 sheets/shredding,23L)	1	unit		
45	Heavy Duty Puncher (2 hole, 70mm,more than 200 sheets)	1	pc		
46	Heavy Duty Stand Fan (16 inch)	2	unit		
47	Arch File (Blue) Specs: Legal size: Customized with hard cover and with thickness of 2.5mm or more, PVC royal blue cover with ply-leaf inside with 7cm (capacity) x 3 inches (ring distance) lever-arch file mechanism with rado lock ring pocket and DPWH three (3) colored logo on spine expansion of atleast 75mm with white background.	80	pc		
		<b>TOTAL:</b>			

**Brand & Model:** \_\_\_\_\_ **Warranty:** \_\_\_\_\_  
**Delivery Period:** \_\_\_\_\_ **Price Validity:** \_\_\_\_\_

*After having carefully read and accepted your General Condition 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/Email Address