

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Regional Office I
City of San Fernando (La Union)

Name of Procuring Entity : DPWH-ROI	Request for Quotation No. :	2025-04-016
Revised on :	Date :	April 15, 2025
Standard Form/Title	REQUEST FOR QUOTATION	Office/End-User : DPWH ROI

COMPANY

NAME :

ADDRESS :

TEL. NO./FAX

NO. :

TIN No.

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 AM of April 21, 2025 manually thru sealed envelop, to the BAC Secretariat, DPWH Regional Office I, Aguila Road, San Fernando City (La Union).

TERMS and CONDITIONS

- All entries must be typewritten or legibly written.
- Delivery period: within 5 (Five) calendar 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 for IT Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- Mayor's/ Business Permit, PhilGEPS Registration Certificate, shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product.
- Please indicate the brand of each items being offered.
- The approved budget ceiling for this procurement is : **PHP 121,309.75**



ARTURO F. PREPOSE
Chief, Quality Assurance and Hydrology
Division
BAC Vice Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Acetate, A4, clear plastic sheets	-100-	pcs		
2	Ballpen Ordinary, black	-260-	pcs		
3	Battery AA, rechargeable, 2Pcs/packet, with charger	-5-	packets		
4	Notebook, Stenographer, 80 Pages	-260-	pcs		
5	Certificate Holder, short, blue	-100-	pcs		
6	Clip, paper, small, gem type	-15-	boxes		
7	Clip, backfold, 1", metal, 12's	-20-	boxes		
8	Clip, backfold, 2", metal, 12's	-8-	boxes		
9	Correction tape, jumbo/big	-5-	pcs		
10	Envelope expanding, long (brown), 100/box	-300-	pcs		
11	Envelope, cloth, with handle	-100-	pcs		
12	Envelope Kraft, (brown), A4	-100-	pcs		
13	Envelope Kraft, (brown), long	-100-	pcs		
14	Fastener Paper, non-rust plastic, 50's	-2-	boxes		

TOTAL AMOUNT IN FIGURES:

TOTAL AMOUNT IN WORDS:

PURPOSE: Supply and Delivery of Office Supplies for the Conduct of Training Programs for CY 2025

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 noted 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.

The awarding for this RFQ will be on a lump-sum basis. Prospective suppliers must quote for all of the items, otherwise, they will be subjected for disqualification.

Publication: April 15, 2025

Telefax: (072) 242-93-51
c/o BAC Secretariat

Printed Name / Signature / Date

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

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DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
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City of San Fernando (La Union)

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ARTURO F. PREPOSE
Chief, Quality Assurance and Hydrology
Division
BAC Vice Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
15	Folder Long (tagboard), white, 100/pack	-50-	packs		
16	ID Card Jacket with lace, transparent, horizontal	-260-	pcs		
17	Marking pen, permanent, black, bullet type	-20-	pcs		
18	Marking pen, permanent, blue, bullet type	-20-	pcs		
19	Marking pen, whiteboard, black, chisel type	-20-	pcs		
20	Marking pen, whiteboard, blue, chisel type	-20-	pcs		
21	Paper Bond, subs. 20, short	-20-	reams		
22	Paper, sticker, A4 , white, 10's	-5-	packs		
23	Paper, specialty board, A4, white, 10's	-15-	packs		
24	Paper, parchment, short, white, 10's	-20-	packs		
25	Paper, parchment, long, white, 10's	-50-	packs		
26	Paper, photo, A4, 10's	-5-	packs		
27	Paper, Tear sheet (Manila paper)	-50-	pcs		
28	Pencil, with eraser, No. 2	-260-	pcs		

TOTAL AMOUNT IN FIGURES:

TOTAL AMOUNT IN WORDS:

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Brand and Model: _____

Warranty : _____

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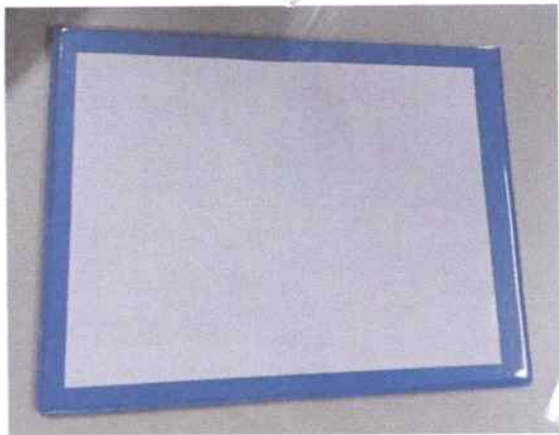
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Regional Office I
City of San Fernando (La Union)

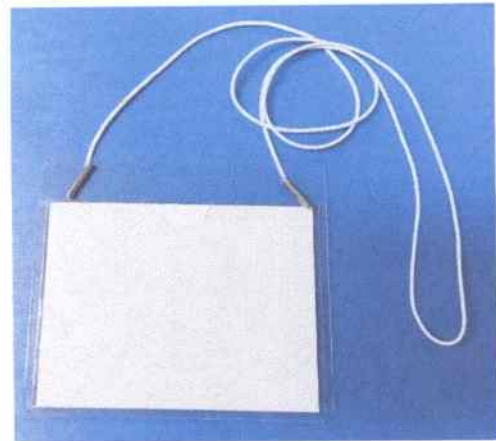
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 ARTURO A. PREPOSE Chief, Quality Assurance and Hydrology Division BAC Vice Chairman			
Item No.	ITEM & DESCRIPTION	QTY.	UNIT
		UNIT PRICE	TOTAL PRICE
29	Staple wire, standard, #35	-10-	boxes
30	Ink, Epson 003, B	-5-	bottles
31	Ink, Epson 003, C	-5-	bottles
32	Ink, Epson 003, M	-5-	bottles
33	Ink, Epson 003, Y	-5-	bottles
34	Ink, BT5000BK	-5-	bottles
35	Ink, BT5000C	-5-	bottles
36	Ink, BT5000M	-5-	bottles
37	Ink, BT5000Y	-5-	bottles
38	Air freshener, 320ml	-10-	bottles
39	Alcohol, 1 gallon, 70%	-5-	gallons
40	Garbage bag, black, 10Pcs/pack, XL	-20-	packs
41	Soap, liquid hand soap with pump, 225 ml	-12-	bottles
42	Tissue paper, 3ply	-50-	rolls
TOTAL AMOUNT IN FIGURES:			
TOTAL AMOUNT IN WORDS:			
PURPOSE: Supply and Delivery of Office Supplies for the Conduct of Training Programs for CY 2025			
Brand and Model: _____		Warranty : _____	
Delivery Period: _____		Price Validity : _____	
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		Printed Name / Signature / Date	
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Telefax: (072) 242-93-51

c/o BAC Secretariat



Certificate Holder, Short, Blue



ID card jacket, with lace, transparent, horizontal



Ink, Epson 003, B



Ink, Epson 003, C



Ink, Epson 003, M



Ink, Epson 003, Y



Ink, BT5000C



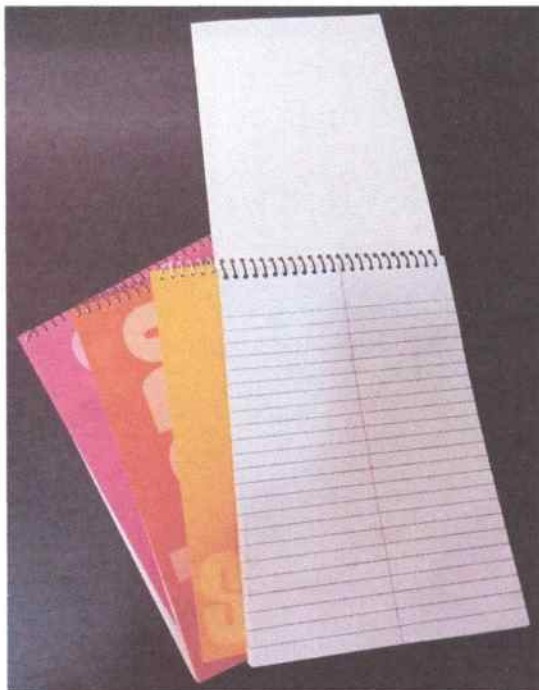
Ink, Brother BT5000Y



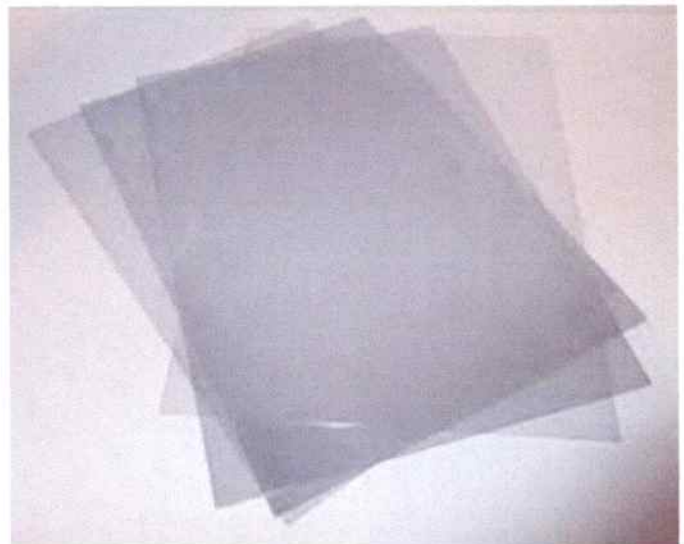
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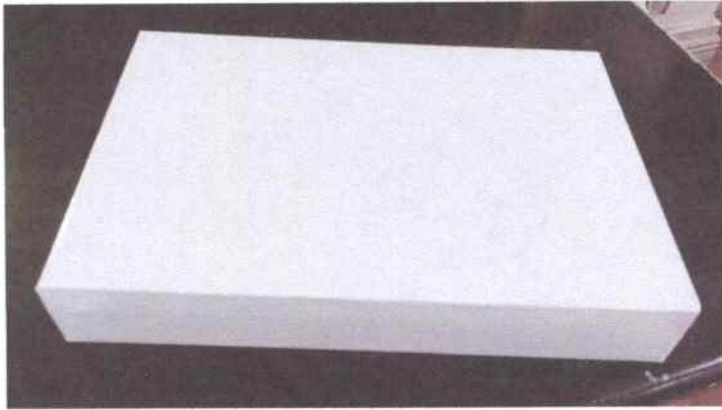
Ink, BT5000BK



Notebook, Stenographer



Acetate, A4, clear plastic sheets



Paper Bond, Subs. 20, Short



Ballpen Ordinary, Black



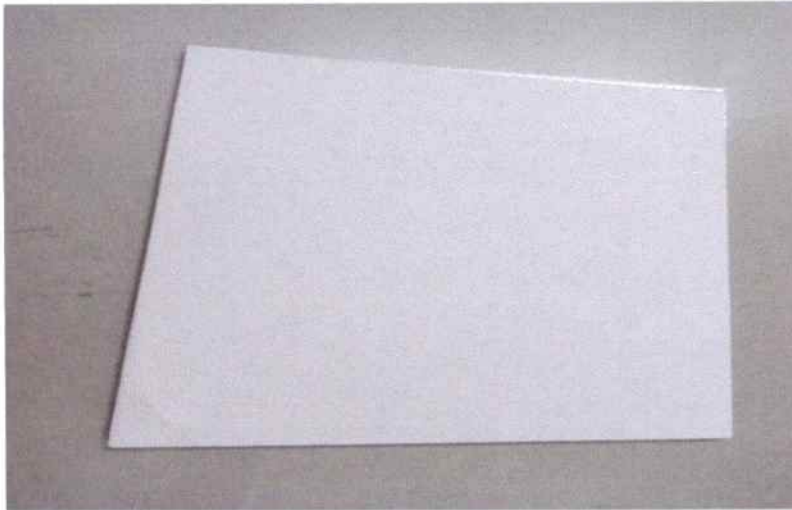
Clip, Backfold, 1", metal, 12's



Clip, Backfold, 2", metal, 12's



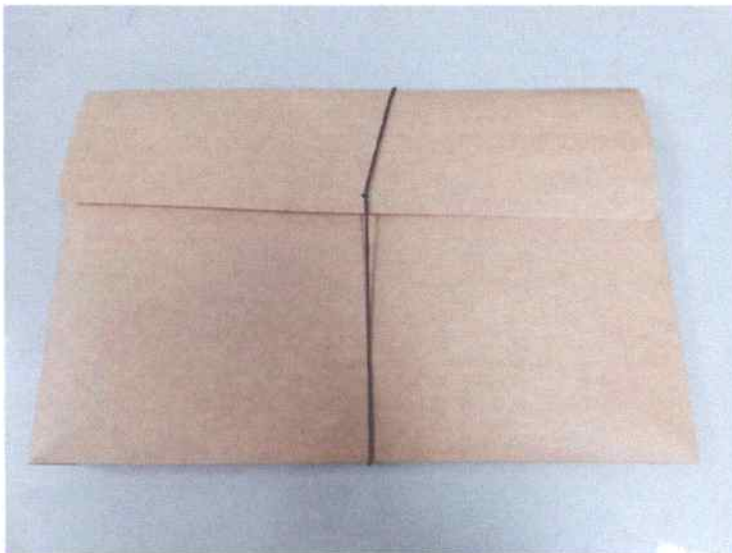
Soap, liquid hand soap with pump, 225ml



Paper, parchment, short, white, 10's



Garbage bag, black, 10 pcs/pack, XL



Envelope, expanding, long, brown



Envelope Kraft, (brown), A4



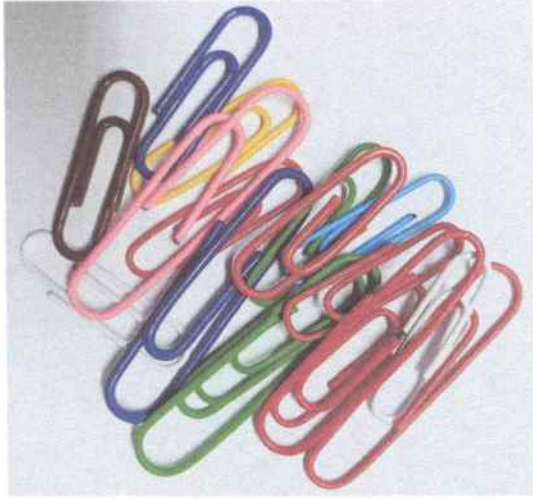
Paper, specialty board, A4, white, 10s



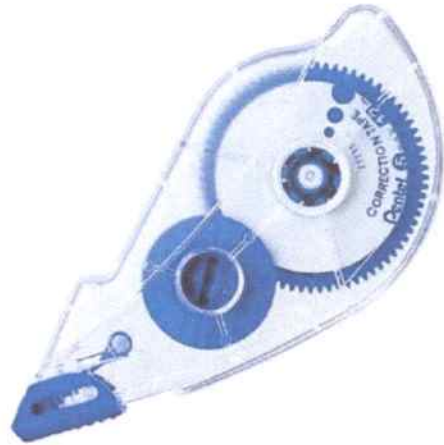
Envelope Kraft, (brown), long



Battery AA, rechargeable, 2pcs/packet, with charger



Clip, paper, small, gem type



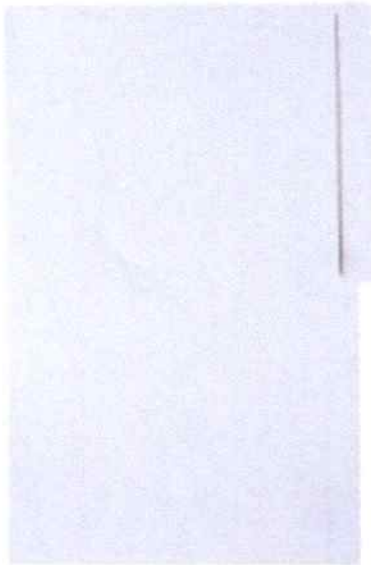
Correction tape, jumbo/big



Envelope, cloth, with handle



Fastener Paper, non-rust plastic, 50s



Folder Long (tagboard), white, 100/pack



Marking pen, permanent, blue, bullet type



Marking pen, permanent, black, bullet type



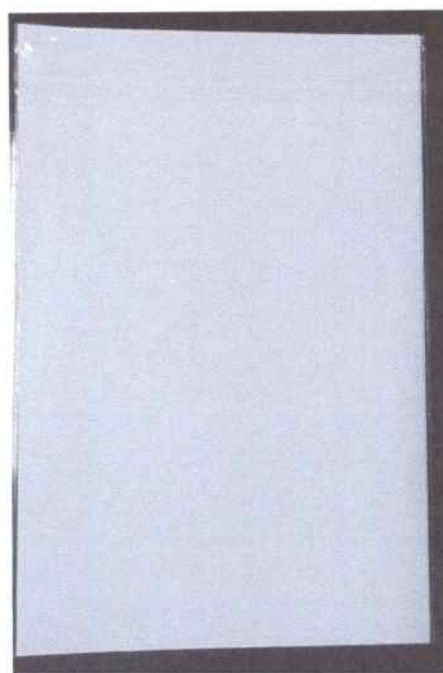
Marking pen, whiteboard, black, chisel type



Marking pen, whiteboard, blue, chisel type



Paper, sticker, A4, white, 10's



Paper, parchment, long, white, 10's



Paper, photo, A4, 10's



Pencil, with eraser, No.2



Alcohol, 1 gallon, 70%



Staple wire, standard, # 35



Tissue paper, 3ply



Air freshener, 320 ml