



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
**PALAWAN 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE**  
Narra, Palawan MIMAROPA REGION (IV-B)



Name of Procuring Entity	: Palawan 2nd DEO, Narra, Palawan	Request for Quotation	: 2025-002
Contract ID	: 25GEF0002	Date	: February 24, 2025
Contract Name	: Supply and Delivery Office Supplies and Other Supplies and Materials for use in DWPB-Palawan 2nd District Engineering Office		
Location	: Narra, Palawan	Office/End-User	: Administrative Section
Standard form/Title	: <b>REQUEST FOR QUOTATION/Small Value Procurement</b>		
COMPANY NAME	:	Date	:
ADDRESS	:	TIN No	:
TEL. NO./FAX 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 **10:00am of March 04, 2025** in the return envelope attached herewith, to the BAC Office, Palawan 2nd District Engineering Office, Narra, Palawan.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written,
2. Delivery period within Thrity (30) C.D upon receipt of approved funded Purchase Order (P.O), Administrative penalties pursuant to Sec. 69 of Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be a minimum of three (3) months for supplies & materials; one (1) year for equipment; 1 year Laptop Computer; from date of acceptance by the end user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration Certificate/Mayor's Permit/DTI Registration/ Tax Clearance and Omnibus Sworn Statement shall be attached upon submission of quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each item being offered and it shall be eco-friendly.
8. The approved budget ceiling for this procurement is **PHP 858,396.00**

  
**MANUEL A. TABINGA**  
BAC VICE-CHAIRPERSON

ITEM NO.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
OFFICE SUPPLIES					
1	Ballpen, Black (0.5) retractable w/ rubber grip	20	box		
2	Ballpen, Blue (0.5) retractable w/ rubber grip	10	box		
3	Ballpen, Red (0.5) retractable w/ rubber grip	5	box		
4	Binder (A4) - Customized with hard cover and with thickness of 2.5mm or more PVC Royal blue cover white ply-leaf inside with 7 cm (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.	50	pc		
5	Binder (Legal Size) Customized with hard cover and with thickness of 2.5mm or more, PVC royal blue cover white 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	440	pc		
6	Bulletin Board, Cork Board with frame, 0.6m x 0.9m	2	pc		
7	Canister (50 liter capacity), transparent , Durable	13	pc		
8	Certificate Holder, A4	22	pc		
9	Clear Glue with Sponge Tip glue pen 50ml	10	pc		
10	Clipboard (8.5 x 13) wooden type	6	pc		
Sub Total . . .				Php	

Brand and Model : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_

Warranty : \_\_\_\_\_  
Price Validity : \_\_\_\_\_

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Printed Name /Signature/Date

Tel. No./Cellphone/E-mail Address





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OFFICE SUPPLIES					
11	Doormat, High Quality Fiber, Absorbent, Washable, Anti-Slip, 60 x 40cm	31	pc		
12	Empty Sack, for 50 kg, heavy duty	80	pcs		
13	Fabric Conditioner, 670ml	10	pouch		
14	HP-GT53XL (Black), ink	7	btl		
15	HP-GT52XL (Cyan), ink	7	btl		
16	HP-GT52XL (Magenta), ink	7	btl		
17	HP-GT52XL (Yellow), ink	7	btl		
18	Laminating Film Film, 250 micron, A4, 100 sheet/pack	1	pack		
19	Light Bulb, LED 20 watts rechargeable	50	pcs		
20	Materials Logbook customized materials logbook for DPWH Project	150	book		
21	Mouse Pad, 22cm x 18 cm	20	pcs		
22	Plastic Garbage bin, 30L Capacity, square base, colored (Blue, green, black)	6	set		
23	Plastic 12x18	18	roll		
24	Ring Binder A4, Blue, 16mm, 50 pcs/ box	30	box		
25	Ribbon Cartridge for LQ 590 II Printer	4	pcs		
26	Ribbon for Typewriter - (DIN2103) Black	4	pcs		
27	Special Paper, 200gsm A4	10	ream		
28	Stamper ink, blue 10ml pigmented	10	btl		
Sub Total . . .				Php	

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<b>OFFICE SUPPLIES</b>					
29	SD Memory Card, 64GB	1	pc		
30	SD Memory Card, 128GB	1	pc		
31	Toilet Tissue Paper, 3ply, 12 rolls/pack	20	pack		
32	Toner for Ecosys M8124cidn TK 8113K - Black	4	cart		
33	Toner for Ecosys M8124cidn TK 8113C - Cyan	4	cart		
34	Toner for Ecosys M8124cidn TK 8113M - Magenta	4	cart		
35	Toner for Ecosys M8124cidn TK 8113Y - Yellow	4	cart		
36	Trashbag, small 25pcs per roll/pack	19	pack		
37	T8 Tube light LED 20 watts, 36 inches long	5	pcs		
38	T8 Tube light LED 20 watts, 21 inches long	5	pcs		
39	White Board 90cm x 120 cm	1	pc		
<b>OTHER SUPPLIES AND MATERIALS</b>					
40	Bidet	10	pcs		
41	Door Closer, heavy duty	4	pcs		
42	Door Knob, heavy duty	11	pcs		
43	Glass door lock	6	pcs		
44	Heat Gun	1	pc		
45	Gun Tacker heavy Duty	6	pcs		
46	Measuring meter Tape, 3 meters	2	pcs		
47	Pliers Long Nose	1	pc		
<b>Sub Total</b>				<b>Php</b>	

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OTHER SUPPLIES AND MATERIALS					
48	Reflectorized Traffic Vest (XL)	15	pcs		
49	RJ 45 Cat6 Pass Through	1	Box		
50	Ream Cutter Heavy Duty Metal Bidy A4/A3 size	1	Unit		
51	Sink, Pipe Drain Declogger, 1L	1	btl		
52	Solid Brass Hose Nozle High Pressure, Adjustable Sprayer	5	pcs		
53	Soldering Iron Rework Station (Branded)	1	pc		
54	Standard Size Bathroom Laboratory faucet set	3	set		
55	Tall square shell pot, white (8x12 inches)	3	pcs		
56	Teflon Tape 1"	9	roll		
57	Trashbin 120L cap with Pedal and wheels (1 pc- Black, 1 pc Blue, 1pc Green)	2	set		
58	Tornado Floor Mop Heavy Duty, w/ mophead refill	6	pcs		
59	Wet Wipes, Non-alcohol, scented, 100 sheet/pack	20	pack		
60	Ziplock Plastic Bags, 9.5" x 13", 100pc/pack, cleaning lining	2	pack		
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx				
Sub Total . . . .				Php	
Grand Total . . . .				Php	

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
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