



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**ILOCOS NORTE 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE**  
San Pablo, San Nicolas, Ilocos Norte

Name of the Procuring Entity: **DPWH-IN 2nd DEO**Request for Quotation: **AB-2025-0012**(P.R. No.) **2025-05-0024 dated 05-07-2025**

Revised on: \_\_\_\_\_

Title: **Supply and Delivery of Various Office Supplies for use of DPWH  
IN2DEO, San Pablo, San Nicolas, Ilocos Norte**

Office/End-User: **Administrative Section**

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 **sealed bid quotation envelope** duly signed by your representative not later than **10 A.M. of May 15, 2025** in the return envelope attached herewith, to the BAC Chairman-DPWH Ilocos Norte Second District Engineering Office San Nicolas, Ilocos Norte.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within Fifteen (15) calendar days upon receipt of the approved funded Purchase (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for supplies & materials; one year warranty for Equipment; 1 year IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Mayor's Permit/ Business Permit, PHILGEPS Registration Certificate, Omnibus Sworn Statement shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product, if applicable.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P 500,053.00**

**ALWIN A. PIDO**  
Assistant District Engineer  
BAC Chairperson

Item No.	Item Description	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper, A4 size, 80gsm, Hard Copy	300	reams		
2	Bond Paper, Legal size, 80gsm, Hard Copy	300	reams		
3	Bond Paper, A3 size, 80gsm, Hard Copy	200	reams		
4	Ballpen (Black) BP-S Fine, pilot (12 pcs/box)	15	box		
5	Ballpen (Blue) BP-S Fine, pilot (12 pcs/box)	15	box		
6	Sign Pen Black (.5mm) (12 pcs/box)	10	box		
7	Sign Pen Blue (.5mm) (12 pcs/box)	10	box		
8	Staple Wire	60	box		
9	Whiteboard marker, black (12 pcs/box)	4	box		
10	Whiteboard marker, blue (12 pcs/box)	4	box		
11	Permanent Marker Pen, black (12 pcs/box)	3	box		
12	Permanent Marker Pen, blue (12 pcs/box)	3	box		
13	Permanent Marker Pen, red (12 pcs/box)	3	box		
14	Scissor, heavy duty (7")	25	pair		
15	Clear Sheet, A4 size	200	pcs		
16	Clear Sheet, Legal size	200	pcs		
17	Correction Tape	80	pcs		
18	Expandable Folder (100 pcs/pack)	5	pack		
19	Fastener for Paper, plastic coated	50	box		
20	Pencil, lead with eraser, 12 pcs/box)	10	box		
21	Puncher, heavy duty (2 hole)	20	pcs		
22	Stapler with staple wire remover (heavy duty)	20	pcs		
23	Battery AA size (4 pcs/pack)	50	pack		
24	Battery AAA size (4 pcs/pack)	50	pack		
25	Binder Clip (backfold) 1 1/4" (12 pcs/box)	10	box		
26	Binder Clip (backfold) 2" (12 pcs/box)	20	box		
27	Binder Clip (backfold) 1" (12 pcs/box)	10	box		
28	Binder Clip (backfold) 3/4" (12 pcs/box)	10	box		
29	Cutter knife (heavy duty)	25	pcs		
30	Envelope Expandable legal size (100 pcs/pack)	3	pack		
31	Folder tagboard, legal size (100 pcs/pack)	2	pack		
32	Folder tagboard, A4 size (100 pcs/pack)	2	pack		

33	Glue all purpose, 100 grams	25	jar		
34	Highlighter Pen (3 pcs/pack)	15	pack		
35	Paper Clip (vinyl coated) 1"	20	box		
36	Paper Clip (vinyl coated) 2"	20	box		
37	Tape Transparent, 1/2"	50	roll		
38	Tape Transparent, 1"	50	roll		
39	Tape Transparent, 2"	50	roll		
40	Tape Masking, 1"	30	roll		
41	Tape Masking, 2"	30	roll		
42	Ruler	30	pcs		
43	Yellow pad paper (80 leaves/pad)	25	pad		
44	Tape Packaging, 2"	20	roll		
45	Electric Tape, 1"	10	roll		
46	Stick Notes, 2" x 3"	20	pad		
47	Stick Notes, 3" x 3"	20	pad		
48	Stick Notes, 3" x 4"	20	pad		
49	Stick Notes, 1" x 2"	20	pad		
50	Trodat Ink, black	10	bottle		
51	Trodat Ink, green	10	bottle		
52	Trodat Ink, red	10	bottle		
53	Paper Sticker (A4) 10pcs/pack	20	pack		
54	Pencil Sharpener	10	pcs		
55	Tape Dispenser	10	pcs		
56	Dater	15	pcs		
57	Eartag	20	pad		
58	Thumb tacks (No. 111)	5	box		
59	High Quality Plastic Twine Tali (1 kilo)	3	roll		
60	Stamp Pad Felt	20	pcs		
61	Stamp pad Ink, blue	10	pcs		
62	Stamp pad Ink, black	10	pcs		
63	Calculator, Casio (14 digits, Two way power)	5	pcs		
64	Paper Sticker (A4) 10pcs/pack	20	pack		

Whenever possible and economical suppliers should provide products that are environmentally friendly (contain maximum level of post consumer recyclable content, non-hazardous materials, extended durability and lesser negative or reduced effect on human health and the environment and/or certified by green seal) without significantly affecting the intended use of the product.

**Total**

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.

Telephone #: 774 8617 c/o BAC Secretariat

ad: 9-May-25

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**PRINT NAME/SIGNATURE/DATE**