



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



Name of Procuring Entity	: Palawan 2nd DEO, Narra, Palawan	Request for Quotation	: 2024-029
Contract ID	: 24GEF0030	Date	: April 2, 2024
Contract Name	: Supply and Delivery of Common Office Supplies for use in DPWH-Palawan 2nd District Engineering Office		
Location	: Narra, Palawan	Office/End-User	: Administrative Section
Standard form/Title	: REQUEST FOR QUOTATION/Shopping		
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 April 11, 2024** 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 Thirty (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; 3 years IT Equipment 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 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 522,629.00**

ROCHEL D. HERMANO
BAC CHAIRPERSON

ITEM NO.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Battery, dry cell, AA 1.5 volts alkaline 4pcs/pack HD	42	pack		
2	Battery, dry cell, AAA 1.5 volts alkaline 4pcs/pack HD	32	pack		
3	Cleaner, Toilet Bowl & Urinal, 900ml-1000ml cap	135	btl.		
4	Clearbook, 20 transparent pockets, for A4 size	20	pc		
5	Clearbook, 20 transparent pockets, for legal size	20	pc		
6	Clip, backfold, all metal, clamping, 25mm (-1mm)	95	box		
7	Clip, backfold, all metal, clamping, 32mm (-1mm)	95	box		
8	Clip, backfold, all metal, clamping, 50mm (-1mm)	95	box		
9	Detergent Powder, all purpose, one (1) kg	190	pouch		
10	Disinfectant Spray, aerosol type, 400-550 grams	15	cans		
11	Electric Fan, Wall Type, Plastic blade	1	unit		
12	Envelope, expanding, kraftboard, for legal size doc, 100pc/box	6	box		
13	Fastener, metal, 70mm between prongs	101	box		
14	Folder, pressboard, size: 240mm x 370mm (-5mm)	203	pc		
15	Folder, with tab, legal, 100pcs/pack, white	11	pack		
16	Index Tab, Self Adhesive, transparent	20	box		
Sub Total			Php		

Brand and Model : _____ Warranty : _____
Delivery Period : _____ Price Validity : _____

After having carefully read and accepted your General Conditions, I/We quote on the item(s) at prices noted above.
If the space for delivery period, Warranty and Prices Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Printed Name /Signature/Date

Tel. No./Cellphone/E-mail Address



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17	Marker, Whiteboard bullet type black	125	pc		
18	Mouse, optical, USB connection type	15	pc		
19	Notebook, Stenographer, spiral, 40 leaves	12	pc		
20	Paper, Multicopy, A4,80 gsm, size: 210mm x 297mm	537	ream		
21	Paper, Multicopy, legal,80 gsm, size: 216mm x 330mm	35	ream		
22	Paper Shredder, cutting width: 3mm-4mm	3	unit		
23	Puncher, paper, heavy duty, with two hole guide	17	pc		
24	Rags, all cotton, 32 pieces per kilogram min	12	bundle		
25	Record book, 300 pages, size: 214mmx 278mm min	60	book		
26	Record book, 500 pages, size: 214mmx 278mm min	30	book		
27	Scissors, symmetrical, blade length: 65mm min	25	pair		
28	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	25	pc		
29	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	25	pc		
30	Stamp Pad, Felt, bed dimension: 60mm x 100mm min	10	pc		
31	Staple Wire, Standard, (26/6)	75	box		
32	Stapler, Standard Type, load cap: 200 staples min w/ staple wire remover	40	pc		
33	Tape dispenser, table top, for 24mm width tape	11	pc		
34	Tape, Electrical, 18mm x 16m min	5	roll		
Sub for this page Total . .				Php	

Brand and Model : _____
Delivery Period : _____

Warranty : _____
Price Validity : _____

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