



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:	2024-057
Contract ID	: 24GEF0066	Date :	June 14, 2024
Contract Name	: Supply and Delivery of Office Supplies and Other Supplies and Materials For use in DPWH-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 June 18, 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 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; 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 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 972,610.00**

  
**EDHERWIN M. GAPAD**  
BAC Member

ITEM NO.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
OFFICE SUPPLIES					
1	TK5275 BLACK	6	cart		
2	TK5275 CYAN	2	cart		
3	TK5275 MAGENTA	2	cart		
4	TK5275 YELLOW	2	cart		
5	TK 8113 BLACK	5	cart		
6	TK 8113 CYAN	2	cart		
7	TK 8113 MAGENTA	2	cart		
8	TK 8113 YELLOW	2	cart		
9	TONER TK3165	15	cart		
10	TONER TK3104	8	cart		
11	TONER TK7220	2	cart		
12	PHOTOPAPER A4, 10 sheets	14	pack		
13	STICKER PAPER, A4, 10 sheets	51	pack		
Sub Total . . . .				Php	

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

Warranty : \_\_\_\_\_  
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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BAC Member

ITEM NO.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
14	SIGNPEN BLACK, 1.0, 12 pcs	16	box		
15	CONSTRUCTION LOGBOOK/ 100 pages/book	97	book		
16	MATERIALS LOGBOOK/ 100 pages/book	97	book		
17	EPSON 673 BLACK	5	btl		
18	A3 PAPER	10	ream		
19	MYLAR, A2	19	roll		
20	Long Metal Fastener 70mm	30	box		
21	Number Stamp ( 10 or 12 digits)	4	pc		
22	Laser Jet Toner Cart 76A (CF276A), black	4	cart		
23	Battery, dry cell, AA 1.5 volts alkaline 4pcs/pack	15	pack		
24	Battery, dry cell, AAA 1.5 volts alkaline 4pcs/pack	5	pack		
25	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	20	pc		
<b>OTHER SUPPLIES AND MATERIALS</b>					
26	Cleaner, Toilet Bowl & Urinal, 900ml-1000ml cap	5	btl.		
27	Detergent Powder, all purpose, one (1) kg	5	pouch		
28	Disinfectant Spray, aerosol type, 400-550 grams	5	cans		
29	Toilet Tissue Paper 2-ply (100% recycled) 12rolls/pack	4	pack		
XXXXXXXXXXXXXXXXXXXXXXXXXXXX					
Sub for this page Total . .				Php	
Grand Total . . . . .				Php	

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_

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