



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
APAYAO 2ND DISTRICT ENGINEERING OFFICE
San Isidro Sur, Luna, Apayao, Cordillera Administrative Region



Name of Procuring Entity	Request for Quotation (P.R. No.)	2024-12-0127
Revised on	Date	DEC 18 2024
Standard Form/Title	Office/End-User:	HRAS
COMPANY NAME:		
ADDRESS		
TEL/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 2:00 p.m. of DEC 23 2024 in the return envelope attached herewith to the BAC Secretariat for Goods, DPWH-Apayao 2nd District Engineering Office, Luna, Apayao.		

TERMS AND CONDITIONS

- All entries must be typewritten or legibly written.
- Delivery period within 60 CD upon receipt of the approved funded Purchase order (P.O.), Administrative penalties pursuant to Sec. 09 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 from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- Phil-GEPS Registration Certificate, Mayor's Permit shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product if applicable.
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **P 353,850.75**

JERRY A. RAGOJOS
Chief, Construction Section
Chairperson, Bids and Awards Committee

Item No.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper Multi-purpose A4 210 X 297mm 70gsm, 500sheets	100	ream		
2	Long Bond Paper 8.5inx 13in Substance 20, 70gsm 500 Sheets	20.00	reams		
3	Record Book 500 pages	40	book		
4	Record Book 300 pages	20	book		
5	Sign Here Sticky notes stylish film index, 125 sheets/pack 5 in 1,	50	pack		
6	Ballpen Black fine 1doz./box	5	box		
7	ballpen blue fine 1doz. / box	5	box		
8	Ballpen Black .3mm needle point	5	box		
9	Sign Pen Liquid Gel .5mm ball needle point Black 1doz./box	5	box		
10	Pencil	5	box		
11	Multimark 1523 permanent OHP.CD.GLASS.PLASTIC .METAL (S)	12	pcs		
12	Multimark 1525 permanent OHP.CD.GLASS.PLASTIC .METAL (M)	12	pcs		
13	Frixion Pen (black)	3	box		
14	compact disc 700mb/80mb	1	box		
15	Correction Tape	30	pcs		
16	flash drive 64 gb capacity 3.0	20	pcs		
17	mailing envelope 100pcs	1	box		
18	fastener Metal 70mm	20	box		
19	Laminating Film A4 10pcs/pack 125/250 micron	2	pack		
20	photo paper A4 size high glossy 25pcs per pack	10	pack		
21	Fingertip	1	pcs		
22	duct tape 2" x 50m (assorted colors)	6	roll		
23	Trodat (for FROILAN ILDEFONSO C. LINGAN - Chief- HRAS, CERTIFIED PHOTOCOPY)	1	pc		
24	Trodat (for JOSIE ANN L. DUARTE - Administrative Assistant II, CERTIFIED PHOTOCOPY)	1	pc		
25	Trodat (for BERNADETTE V. GARDE - Administrative Assistant I, CERTIFIED PHOTOCOPY)	1	pc		
26	Trodat (for DESIREE HOPE B. AGUSTIN - Administrative Officer III, CERTIFIED PHOTOCOPY)	1	pc		
27	Trodat (for JESSIE ROSE S. PASCUA - Administrative Officer I, CERTIFIED PHOTOCOPY)	1	pc		

28	Portable Power Station 220V Solar Generator with LifeP04 Quick Charge for Laptop	3	units		
29	Extension Cord 5 Meters 6 Gang Square Outlet with Single Switch AWG 16/3 (1.25mm x 3) Royal Cord , Flat Pin with Ground Outlet Extension Cord	3	pcs		
30	File tab divider colored A4	10	pack		
31	Photocopier (Print/Scan/Copy/Fax Wi-fi Printer)	3	unit		
32	Binder clip 15mm 12pcs/box	10	box		
33	Binder clip 19mm 12pcs/box	10	box		
34	Binder clip 25mm 12pcs/box	10	box		
35	Binder clip 32mm 12pcs/box	10	box		
36	Customized Binder, A4 Size, with Hard Cover with thickness of 2.5 mm or more, PVC Royal Blue Cover and White Ply Leaf inside with 7" x 3" Level Arch File Mechanism with Radolock, Ring Pocket and Three (Colored Logo of Spine, Expansion of at least 75mm with White Background PORTRAIT	150.00	pcs		
37	Customized Binder, A4 Size, with Hard Cover with thickness of 2.5 mm or more, PVC Royal Blue Cover and White Ply Leaf inside with 7" x 3" Level Arch File Mechanism with Radolock, Ring Pocket and Three (Colored Logo of Spine, Expansion of at least 75mm with White Background LANDSCAPE	50.00	pcs		
38	Expandable Brown Envelope with tie (long)	50	pcs		
39	Tape, Transparent 1" x 24m	15	roll		
40	tape, Transparent 2" x 100m	10	roll		
41	Tape, masking 48mm	10	roll		
42	Tape, masking 24mm	15.00	roll		
43	32L MICROWAVE OVEN Seamless design w/ recessed handle Power Defrost Ceramic Inside Auto Cook Mode: Home Dessert	1.00	Unit		
44	Electric Dual Induction Cooker 220V 4400W Countertop Double Burner	1.00	Unit		
45	Wired Keyboard with mouse Mouse: 3 Keys, Keyboard: 104 KeysCompatible System: for Windows Vista, Windows XP, Windows 7, Windows 8, Windows 10 or Higher, 2.6+Mouse DPI: 1000DPIMouse Type: Optical MouseSize Details: Keyboard Size: 450mm x 155mm x 20mm/17.72" x 6.1" x 0.79" (Approx.) Mouse Size: 113mm x 62mm x 35mm/4.45" x 2.44" x 1.38"	3.00	pcs		
46	External dvd optical drive USB 3.0 CD/DVD-ROM CD Player Recorder for Laptop Burning	3.00	pcs		
	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF HRAS				
	Prospective Suppliers must quote for all the items				
	otherwise they will be subjected for disqualification.				

Brand and Model

Delivery period

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices note above. If the space for Delivery Period,Warranty and price Validity are left blank, it means disqualification.

Printed Name/Signature/Date