

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Regional Office No. IV-A
Cavite 1st District Engineering Office
Trece Martires City

Name of Procuring Entity : DPWH-CDEO, TMC	Purchase Request (P.R. No.) : 24-06-102
Revised on:	Date : June 10, 2024
Standard Form/Title : REQUEST FOR QUOTATION	Office/End-User : Administrative
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 a physical copy of your quotation duly signed by your representative not later than **10:30 AM** of **July 5, 2024**, to the BAC Secretariat for Goods, DPWH-Cavite I District Engineering Office, Trece Martires City.

TERMS and CONDITIONS

1. All entries must be typewritten or legibly written. Incomplete entries will not be accepted.
2. Delivery period within **Thirty (30)** W.D. upon receipt of the approved funded Purchase Order (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 for 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, ITR 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 of each item being offered.
8. The approved budget ceiling for this procurement is **P 997,883.00**

ADONIS B. ANGELIA
Chief, Maintenance Section
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Arch file, Legal, Top Mech, 2" Thick, 7" plastic label jacket with DPWH Logo, Color: blue	105	pc.		
2	Arch file, Legal, Top Mech, 3" Thick, 7" plastic label jacket with DPWH Logo, Color: blue	250	pc.		
3	Ballpen, ballpoint retractable, Black	283	pc.		
4	Ballpen, ballpoint retractable, Blue	153	pc.		
5	Binder clips (3/4")	45	box		
6	Binder clips (1")	54	box		
7	Binder clips (1 1/4")	35	box		
8	Binder clips (2")	29	box		
9	Brown Envelope, A4	92	pc.		
10	Brown Envelope, Kraft Expandable	135	pc.		
11	Brown Envelope, Legal	70	pc.		
12	Clip Board	13	pcs		
13	Colored Folder, Green, legal	750	pcs		
14	Colored Pencil, 12's, long body	6	box		
15	Correction Pen, at least 10ml	10	pcs		
16	Correction Tape 5mmx10m	120	pcs		
17	Cutter, big, 18mm. Heavy-duty	2	pcs		
18	Date Stamper mm/dd/yyyy	6	pcs		
19	Document Vertical Filing Rack, Metal, min. of 2 vertical columns	12	pcs		
20	Document Rubber Band, Flat 350gms, Large	5	box		
21	Double Sided Tape, 24mm	27	roll		
22	Emergency Kit and Medicine Supplies	2	lot		
23	Glue 100gms or higher	19	pc.		
24	Hole Puncher (30 sheets), 70mm distance between 2 holes	1	pc.		
25	Highlighter, assorted color	69	pcs		
26	Laminating Film, 200-250 microns, 100/pack, Legal	1	pack		

27	Magazine File Box, vertical, navy blue	18	pcs		
28	Magazine File Box, horizontal, navy blue	8	pc.		
29	Masking Tape, 24mmx22m, big core	54	pc.		
30	Masking Tape, 48mmx22m, big core	27	pc.		
31	Mechanical Pencil Lead .5	14	pc.		
32	Mechanical Pencil, .5, sturdy	21	pack		
33	Metal Fastener, 50pcs/Box, 70mm in between prongs	85	pack		
34	Packaging Tape, 48mm	19	ream		
35	Paper Clip 33mm	2	pc.		
36	Pencil #2, known brand	122	pcs		
37	Pencil Sharpener, manual, single cutter, head	2	pcs		
38	Permanent Marker fine point (Black)	54	pcs		
39	Permanent DVD Marker (Black), fine point, can write legibly on mylar paper	50	pcs		
40	Permanent Marker (Blue)	23	pcs		
41	Permanent Marker (Red)	18	pcs		
42	Photo Paper (Glossy), 20pcs per pack, min. of 200gsm	61	pc.		
43	Plastic Sticky ear tag (at least 5 colors per pack)	230	pc.		
44	PVC Cover Transparent, 100 sheets 200 microns	1	pc.		
45	Rechargeable LED Flashlight	2	pc.		
46	Record book (300 pages)	28	piece		
47	Record book (500 pages)	26	pc.		
48	Rubber eraser dust-free, known brand	12	pc		
49	Ruler, 12"	10	box		
50	Scientific Calculator, Non-Programmable, Non-Graphing, Number of Functions: 417	5	piece		
51	Scissors, in. of 6" blade, pointed	41	pack		
52	Sign Pen, gel-type, Black .5	169	pad		
53	Sign Pen, gel-type, Blue .5	81	pc.		
54	Sign Pen, gel-type, Green .5	81	pcs		
55	Sign Pen, gel-type, Red .5	65	pcs		
56	Stamp Pad, purple	7	pcs		
57	Staple Remover (jaw-type)	1	pcs		
58	Staple Remover (plier-type)	10	roll		
59	Staple Wire, standard 26/6 (~5,000pcs/box)	35	roll		
60	Stapler, standard 26/6	7	piece		
61	Sticker Paper 10pcs/pack	4	piece		
62	Sticky Note 3"x3"	110	pcs		
63	Tape Dispenser, big core	8	pc.		
64	Technical Pen, disposable .3	25	pc.		
65	Technical Pen, disposable .7	23	pc.		
66	Technical Pen, disposable 1.0mm	8	pc.		
67	Technical Pen, disposable 1.2mm	23	pack		
68	Transparent Tape, 24mm	82	pack		
69	Transparent Tape, 48mm	20	ream		
70	White board Marker (Black)	15	pc.		
71	White board Marker (Blue)	10	pcs		

72	White board Marker (Red)	5	piece		
73	White Board Eraser	1	pcs		
74	White Folder, A4	520	pcs		
75	White Folder, legal	370	pcs		
76	White Mailing Envelope, long, 10pcs/pack	11	pack		
77	4 Tier Desk Organizer with Vericle Racks, Paper Letter Tray	9	pcs		
78	Adjustable CPU Stand/Holder with wheels with Braking Lock Wheels, heavy-duty	109	pcs		
79	Carbon Paper, 10 sheets per pack	20	pack		
80	Brother Cartridge - LC3617, Cyan	22	pcs		
81	Brother Cartridge - LC3617, Magenta	22	pcs		
82	Brother Cartridge - LC3617, Yellow	22	pcs		
83	Brother Cartridge - LC3619, Black	15	pcs		
84	Brother Ink Bottle BT5000, Cyan	23	pcs		
85	Brother Ink Bottle BT5000, Magenta	23	pcs		
86	Brother Ink Bottle BT5000, Yellow	23	pcs		
87	Brother Ink Bottle D60, Black	25	pcs		
88	Canon GI 790 Ink Bottle, Cyan	5	pcs		
89	Canon GI 790 Ink Bottle, Magenta	5	pcs		
90	Canon GI 790 Ink Bottle, Yellow	5	pcs		
91	Canon GI 790 Ink Bottle, Black	5	pcs		
92	Epson Ink Bottle 001, Black	22	pcs		
93	Epson Ink Bottle 001, Cyan	22	pcs		
94	Epson Ink Bottle 001, Magenta	22	pcs		
95	Epson Ink Bottle 001, Yellow	22	pcs		
96	Epson Ink Bottle 003, Black	22	pcs		
97	Epson Ink Bottle 003, Cyan	22	pcs		
98	Epson Ink Bottle 003, Magenta	22	pcs		
99	Epson Ink Bottle 003, Yellow	22	pcs		
100	HP 35A Ink Cartridge Toner (Black)	3	pcs		
101	Epson Maintenance Box T04D1	7	pcs		
102	Copy Paper, 80gsm, A4	535	ream		
103	Copy Paper, 80gsm, Legal	55	ream		
104	Copy Paper, 80gsm, A3	33	ream		
105	Vivid Color (Colored Paper for DOTS) 8.5x11 Neon Green 10/pack, same color with provided sample	150	pack		
106	White Ruled Pad, 90 sheets per pad, 216mm x 330mm	2	pad		
	Purchasing of Office Supplies to be used by various sections of DPWH Cavite 1st District Engineering Office				

Brand and Model : _____
Delivery Period : _____

Warranty : _____
Price Validity : _____

After having carefully read and accepted your General Conditions, I/ We quote you on the items (s) at prices not above.

Tel. No. (046)4045474
c/o Adonis B. Angelia
Chief, Maintenance Section
BAC Chairperson

Printed Name / Signature / Date

Proj. ID 24GDF0056

Tel. No. / Cellphone No. / E-mail Address