



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
MINDORO ORIENTAL DISTRICT ENGINEERING OFFICE
Calapan City, Oriental Mindoro, MIMAROPA Region (IV-B)

Name of Procuring Entity	Request for Quotation (P.R. No.) : 2024-06-219
Revised on :	Date : June 21, 2024
Standard Form/Title : REQUEST FOR QUOTATION	Office/End-User :
COMPANY NAME :	
ADDRESS :	
TEL. NO./FAX No. :	TIN :

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 10:00 AM. of July 1, 2024 in the return envelope attached herewith, to the Goods & Services Division, Procurement Services, Masipit, Calapan City, Oriental Mindoro.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within 30 c.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 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/SEC shall be attached upon submission of the quotation
6. The approved budget ceiling for this procurement is **880,615.75**
7. The DPWH reserves the right to accept or reject any bid to annul the bidding process and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.
8. Bidder/s may submit an open or sealed quotation.
9. RFQ can be submitted in person or thru registered mails, facsimile or email.

MERCEDES G. ASPI
Engineer III
(BAC-Vice Chairperson)

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper A4 (5 reams per box) 70gsm	300	box		
2	Bond Paper Long (8 1/2 x 13) (5 reams per box) 70gsm	100	box		
3	Bond Paper Short (5 reams per box) 70gsm	5	box		
4	Bond Paper A3 (80gsm)	50	ream		
5	White Plotter Paper (24 x 50 yards) 2" core diameter	5	roll		
6	Colored File Divider (10 sets per pack) (50pcs. Per pack)-A4	20	pack		
7	Official Record Book (218 x 280mm)-500 pages	20	book		
8	Sticker Paper (100 sheets)-per pack	5	pack		
9	Ballpen-Pilot G-Tec 0.4 (blue)(12pcs. Per box)	10	box		
10	Ballpen-Pilot G-Tec 0.4 (black)(12pcs. Per box)	10	box		
11	Ballpen-Pilot G-Tec 0.3 (blue)(12pcs. Per box)	10	box		
12	Ballpen-Pilot G-Tec 0.3 (black)(12pcs. Per box)	10	box		
13	Ballpen (50 pieces per tube), Black	5	tube		
14	Ballpen (50 pieces per tube), Blue	5	tube		
15	Ballpen (Hi-Techpoint V7RT) (12pcs. Per box)-Green	3	box		
16	Ballpen (Hi-Techpoint V7RT) (12pcs. Per box)-blue	35	box		
17	Ballpen (Hi-Techpoint V7RT) (Refill for Recharge Pour) (12pcs. Per box)-Blue	25	box		
18	Folder (Pressed Folder) 100pcs. Per box	10	box		

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 note 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.

Tel. No. _____ Telefax: _____

Printed Name / Signature / Date
Tel. No. / Cellphone No. / E-mail Address



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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
19	Expanding Envelope (Long)-Brown	200	piece		
20	Clear Folder (Long)	50	piece		
21	Clear Folder (Short)	50	piece		
22	Brown Envelope (Long)	250	piece		
23	Brown Envelope (Short)	50	piece		
24	Correction Tape, 5mm (min), 1pc. In individual plastic	90	piece		
25	Sticky Notes (3inx3in)(76mm x 76mm)(100 sheets per pad)	50	pad		
26	Sticky Notes (3inx5in)(76mm x 127mm)(100 sheets per pad)	50	pad		
27	Tape, masking, 48mm, 50m length	10	roll		
28	Tape, packaging, width: 48mm, (1mm)	10	roll		
29	Tape, transparent, width: 48mm, (1mm)	10	roll		
30	Tape, transparent, 24mm, 50 meters length	100	roll		
31	Double Sided Tape 1"	30	roll		
32	Stapler No. 35 Max HD-50/50R (with staple Remover)	30	piece		
33	Staple Wire #35-5M leg length 6mm (1/4")(5000 staples)	50	box		
34	white Board Marker, black, felt, tip, bullet type (12pcs. Per box)	5	box		
35	Ordinary Folder (Short)	200	piece		

Brand and Model : Warranty :

Delivery Period : Price Validity :

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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
36	Scissor -Big (heavy Duty)	25	pair		
37	Binder Clip 25mm (1")	30	box		
38	Binder Clip 32mm	30	box		
39	Binder Clip 51mm (2")	30	box		
40	Correction Pen	20	piece		
41	Cutter Blade (BL-15P)(6pcs. Per pack)	5	pack		
42	Cutter Stainless Steel (Heavy Duty)	10	piece		
43	Highlighter	30	piece		
44	Pentel Pen (12pcs. Per box)-Black	10	box		
45	Ruler (Metal)(12 inches)	10	piece		
46	Shoe Lace 1m	100	pair		
47	Everyday Black D (Battery)	5	pack		
48	Battery AA (Gold Alkaline)(4pcs per pack)	75	pack		

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