



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
NEGROS ORIENTAL 2nd DISTRICT ENGINEERING OFFICE
Sibulan, Negros Oriental, Region VII



Name of Procuring Entity :	Request for Quotation (P.R. No):	2024-12-309
Revised on:	Date :	December 11, 2024
Standard Form/Title:	Office/End-User :	

COMPANY NAME:

ADDRESS:

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 **December 16, 2024 at 2:00P.M.** In the return envelope attached herewith, to the BAC Secretariat, DPWH, NO2DEO, Cangmating, Sibulan, Neg. Or.

TERMS AND CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period** within 7 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.
- Warranty** must be submitted after acceptance by the procuring entity of the delivered supplies in the following conditions and terms of warranty:
(3 mnth) / **Expendable Supplies** (consumed in used w/in 1 year like fuel, spareparts and etc.)
(1 year) / **Non-Expendable Supplies** (serviceable in more than 1 year like furniture, fixtures & etc.)
(3 years) / **IT Equipment** (computers, printers and etc.)
- Price validity** shall be for a period of sixty(60) calendar days.
- PhilGEPS Registration/Mayor's Permit & DTI, Income/Business Tax shall Return and Omnibus Sworn Statement shall be attached upon submission of quotation.
- Bidders shall submit original brochures of the product, if applicable.
- Please indicate the "**BRAND NAME/MODEL**" for each items being offered.
- The approved budget ceiling (ABC) for the procurement is P **939,435.00**

LOWELL O. RAAGAS
BAC Chairperson

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	All Purpose Glue (130g)	20	pc		
2	Arch File A4 (Blue)	500	pc		
3	Arch File long (Blue)	100	pc		
4	Ballpen (Blue)	50	box		
5	Bond paper A3 (sub 20)	20	ream		
6	Bond paper A4 (sub 20)	500	ream		
7	Bond paper long (sub 20)	100	ream		
8	Calligraphy Pen (2.0)(blue)	3	pc		
9	Carbon paper (blue)	2	pack		
10	Cartolina (assorted color)	100	pc		
11	Columnar Notebook, 14 columns)	6	pc		
12	Correction tape (10mm)	200	pc		
13	Cutter (regular size)	20	pc		
14	Double sided tape (small)	50	pc		
15	Duct tape (2")	12	pc		
16	Envelope brown A4	50	pc		
17	Envelope expanded long (brown)	100	pc		
18	Envelope brown long	200	pc		
19	Epson ink 001 black	20	bottle		
20	Epson ink 001 cyan	20	bottle		
21	Epson ink 001 magenta	20	bottle		
22	Epson ink 001 yellow	20	bottle		
23	Epson ink 003 black	20	bottle		
24	Epson ink 003 cyan	10	bottle		
25	Epson ink 003 magenta	10	bottle		
26	Epson ink 003 yellow	10	bottle		
27	UPS for Desktops (workstation) 1.2 kva	5	unit		
28	Epson L15150 008 BK	30	bottle		
29	Epson L15150 008 M	10	bottle		
30	Epson L15150 008 C	10	bottle		

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
31	Epson L15150 008 Y	10	bottle		
32	Epson 664 for L360 printer (BK,C,M,Y)	5	set		
33	Fastener plastic (standard size)	10	box		
34	Fastener Plastic (long)	20	box		
35	File box (A4)	10	pc		
36	File box (long)	100	pc		
37	Flash drive 32GB	15	pc		
38	Folder expanded A4 (blue)	500	pc		
39	Folder expanded long (blue)	100	pc		
40	Folder expanded long (green)	30	pc		
41	Glue Gun (regular size)	6	pc		
42	Glue stick (regular size)	50	pc		
43	Highlighter yellow	5	box		
44	Liquid eraser pen	10	pc		
45	Masking tape	50	pc		
46	Numbering machine-manual (8 digits)big numbers	2	pc		
47	Paper clip (small)	20	box		
48	Paper clip (jumbo)	20	box		
49	Pencil #2	5	box		
50	Pentel pen (black)	5	box		
51	Pentel pen (blue)	5	box		
52	Photo paper A4 (200gsm)(20s)	10	pack		
53	Photo paper Glossy	10	pack		
54	Post it	15	pad		
55	Pristine comaptible toner cartridge (S2110)(black)	12	cart		
56	PVC Cover (long)	3	pack		
57	Rubber bond (small)	4	box		
58	Rubber eraser	10	pc		
59	Scissor (regular size)	20	pc		
60	Scotch tape 1"	50	pc		
61	Sign pen blue (0.5)	11	box		
62	Sign pen uniball, black (1.0)	50	pc		
63	Sign pen uniball, black, refill (1.0)	100	pc		
64	Signhere sticker	100	pack		
65	Stamp pad ink (purple)	10	pc		
66	Staple wire no. 35	100	box		
67	Toner 118 (TN118)	20	box		
68	Vellum Board (A4)	6	pack		
69	Vellum Board (long)	6	pack		
70	White board marker	10	box		
71	Yellow pad paper	4	pad		
72	Binder clip 3/4"	10	box		
73	Binder clip big	10	box		
74	Computer mouse	10	pcs		

FOR USE IN THIS DISTRICT OFFICE.

Brand and Model :

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.

BAC Secretariate:

Tel.No. (035)522-0635

Printed Name/Signature/Date

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