



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ROMBLON DISTRICT ENGINEERING OFFICE
Odiongan, Romblon, MIMAROPA Region (IV-B)



Name of Procuring Entity	: DPWH-Odiongan, Romblon	Request for Quotation	: 2024-06-069
Revised on	:	Date	: JULY 1, 2024
Standard Form/Title:	: REQUEST FOR QUOTATION	Office/End-User	: MAINTENANCE SECTION
Company Name	:		
Address	:		
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 **10:00 A.M. of JULY 5, 2024** in the return envelope attached herewith to the BAC Secretariat for Goods.

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 10 WD upon receipt of the approved funded Purchase Order (PO).
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 one hundred twenty (120) calendar days.
5. G-EPS Registration Certificate 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 for each items being offered.
8. The approved budget ceiling for this procurement is **P142,684.46**.
9. Place of Delivery is **DPWH-SUPPLY UNIT**.


WINONA F. FADEROGAYA
Engineer III
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Office Supplies and Consumables for Use in Romblon DPWH-Maintenance Office Supply, Odiongan, Romblon				
1	BALLPEN, ORDINARY, BLACK (0.5), GOOD QUALITY	60	PC		
2	SIGN PEN (BLACK) (0.3), GOOD QUALITY	30	PC		
3	BOND PAPER, A3	10	REAM		
4	BOND PAPER, MULTI-PURPOSE, A4, 70 GSM	80	REAM		
5	BOND PAPER, MULTI-PURPOSE, LEGAL, 70 GSM	10	REAM		
6	STAPLER, STANDARD TYPE, LOAD CAPACITY: 200 STAPLES MIN.	9	PC		
7	STAPLE WIRE, STANDARD (26/60)	60	BOX		
8	TAPE, TRANSPARENT, WIDTH-24MM	45	ROLL		
9	TAPE, TRANSPARENT, WIDTH-48MM	45	ROLL		
10	ENVELOPE, DOCUMENTARY FOR LEGAL SIZE DOCUMENT	60	PC		
11	ENVELOPE, EXPANDING, KRAFT BOARD FOR LEGAL	60	PC		
12	CORRECTION TAPE, FILM BASE TYPE, UL 6M MIN.	40	PC		
13	MARKER, BROAD (PENTEL PEN, BLACK)	30	PC		
14	MARKER, FINE (PENTEL PEN, BLACK)	30	PC		
15	MARKER, WHITEBOARD, BLACK, FELT TIP, BULLET TYPE	80	PC		
16	ALCOHOL, ETHYL, 70% SCENTED, 3.785 LITERS	10	GAL		

17	HIGHLIGHTER (ORANGE, GREEN, BLUE, PINK, VIOLET, 10 PCS PER COLOR)	50	PC							
18	TISSUE PAPER, INTERFOLDED	60	PACK							
19	INK, WHITEBOARD MARKER (REFILLABLE)	60	BOT							
20	BINDER CLIP 25MM (1")	15	BOX							
21	BINDER CLIP 32MM (1-1/4")	15	BOX							
22	BINDER CLIP 51MM (2")	15	BOX							
23	PAPER CLIP, VINYL/PLASTIC COAT, LENGTH: 33MM MIN	15	BOX							
24	PAPER CLIP, VINYL/PLASTIC COAT, LENGTH: 50MM MIN	15	BOX							
25	FLASHDRIVE 32GB CAPACITY 3.0	8	PC							
26	TAPE, DOUBLE SIDED (1")	30	ROLL							
27	INK, CONTINUOUS-EPSON 003 (BLACK)	20	TUBE							
28	INK, CONTINUOUS-EPSON 003 (CYAN)	10	TUBE							
29	INK, CONTINUOUS-EPSON 003 (MAGENTA)	10	TUBE							
30	INK, CONTINUOUS-EPSON 003 (YELLOW)	10	TUBE							
31	PENCIL, LEAD WITH ERASER, WOOD CASED, HARNESS: HB	60	PC							
TOTAL										
Purpose:	For Romblon DPWH-Maintenance Office Supply									
Note:	Please avoid erasures on your price quotation. Any alteration shall not be considered and ground for disqualification.									
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) as 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.										
					Printed Name/Signature/Date					