

Republic of the Philippines  
Department of Public Works and Highways  
NATIONAL CAPITAL REGION  
Manila

Page 1 of 3

Name of Procuring Entity	Request for Quotation (P.R.): 2024-12-086
Revised on	Date: 12/20/2024
Standard Form/Title	Office/End-User: DPWH-NCR
COMPANY NAME:	
ADDRESS :	
TEL. NO./FAX NO.:	

Please quote your lowest price on the item(s) listed below, subject to the Terms and Condition listed below and submit your quotation duly signed by your representative not later than 10:00 A.M. of December 27, 2024 in the return sealed envelope attached herewith to the BAC Secretariat, 2nd Floor, 2nd St., Port Area, Manila

**TERMS and CONDITION :**

1. All entries must be type written or lightly written
2. Delivery period within Five (5) calendar days 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 (1) year Equipment, from date of acceptance by the end-user
4. Price validity shall be for a period of sixty (60) calendar days.
5. PHILGEPS Registration Certificate or Registration No./ Mayor's Permit/ DTI or SEC Registration Certificate/ Tax Clearance / Omnibus Sworn Statement (For ABCs above ₱50K) / Income/Business Tax Return (For ABCs above ₱500k) shall be attached upon submission of the quotation.
6. Bidders shall submit brochures showing certifications of the product applicable
7. Please indicate the brand for each item being offered, delivery period, price validity and warranty.
8. All documents must be CERTIFIED TRUE COPY.
9. The approved budget ceiling for this procurement is **Php 657,970.00**

Very truly yours,

**JORD ACHAES R. DAVID**  
Chief, Administrative Division  
BAC Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND AND MODEL
1	Customized Self Inking Stamp	1	pc	P	P	
	- Text template: at least 47mm x 18mm					
	- Rubber Text Line: up to 4 lines					
	- End user will provide the design					
2	Customized Self Inking Stamp	5	pc	P	P	
	- Text template: at least 47mm x 18mm					
	- Rubber Text Line: 2-3 lines					
	- End user will provide the design					
3	Customized Self Inking Stamp	1	pc	P	P	
	- Rubber Text Line: up to 15 lines					
	- With border/box					
	- End user will provide the design					
4	Customized Self Inking Stamp	2	pc	P	P	
	- Text template: at least 57mm x 22mm					
	- Rubber Text Line: up to 7 lines					
	- End user will provide the design					
5	Customized Binder Folder, with DPWH logo, (above)	200	pc	P	P	
	and transparent pocket type (spine)					
	size: A4, thickness: 73mm (spine)					
6	Customized Binder Folder, with DPWH logo (above)	200	pc	P	P	
	and transparent pocket type (spine)					
	size: Legal, thickness: 73mm (spine)					

Delivery Period : \_\_\_\_\_

Price Validity : \_\_\_\_\_

Warranty : \_\_\_\_\_

After having carefully read and accepted your General condition I / We quote you on the item(s) at prices noted above.

\_\_\_\_\_  
Printed Name/Signature

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Chief, Administrative Division  
BAC Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND AND MODEL
7	Data folder, red, horizontal (80mm W x 230mm H x 380mm L) with finger ring and plastic pocket	300	pc	P	P	
8	Newsletter, Magazine type Glossy Paper, 90 gsm inside pages Soft bind Laminated matte cover, Text/logo - stamped/pressed glossy Paper size: A4 size Orientation: Portrait 30 pages (back-to-back) with free high quality colored printing	100	booklet	P	P	
9	Metal Fastener, 7cm, 50 sets per box	150	box	P	P	
10	Transfer Belt, Kyocera TR-5140	1	pc	P	P	
11	Ballpen, black, water gel	150	pc	P	P	
12	Ballpen, blue, water gel	150	pc	P	P	
13	Duct Tape, 2"	50	roll	P	P	
14	Double-Sided Tape, 24mm	50	roll	P	P	
15	Sticky Notes, 3"x3" (100 sheets/pad)	200	pad	P	P	
16	Sticky Notes, 3"x4" (100 sheets/pad)	100	pad	P	P	
17	Sticky Notes, 2"x3" (100 sheets/pad)	150	pad	P	P	
18	Sticker paper, A4 size, 80gsm matte	20	pack	P	P	

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Warranty : \_\_\_\_\_

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19	Sticker paper, A4 size, 80gsm glossy	20	pack	P	P	
20	Sticker paper, A4 size, 115gsm matte	50	pack	P	P	
21	Sign pen, blue, 0.5mm, needle point	120	pc	P	P	
22	Sign pen, black, 0.5mm, needle point	120	pc	P	P	
23	Sign pen, red, 0.5mm, needle point	30	pc	P	P	
24	Sign pen, retractable rollerball pen, Blue, 0.7mm, Pure liquid ink	30	pc	P	P	
25	Folder, legal size, white	1,500	pc	P	P	
26	Marker, whiteboard, black	30	pc	P	P	
27	Marker, whiteboard, blue	30	pc	P	P	
28	Marker, permanent, black	30	pc	P	P	
29	Marker, permanent, blue	30	pc	P	P	
30	Staple wire, standard size, 26/6	150	box	P	P	
31	Flashdrive, 16gb	50	pc	P	P	
32	Flashdrive, 8gb	20	pc	P	P	
33	External Hard drive, 3.0, 1TB	10	pc	P	P	
34	Insecticide, 500ml, Multi-insect killer Contains Petroleum Distillates Solvent-based Aerosol or Kerosene-based	50	can	P	P	
	<b>GRAND TOTAL =</b>				<b>P</b>	
	NOTE: For use of DPWH-NCR					

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Printed Name/Signature