



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**QUIRINO DISTRICT ENGINEERING OFFICE**  
Cabarroguis, Quirino, Region II



Procuring Entity	: DPWH - QDEO	P.R. No.	: 2024-12-248, 2024-12-240 ✓
Revised on	:	Date	: 12/06/2024
Standard Form/Title	: <b>REQUEST FOR QUOTATION</b>	Office/End User	: Planning and Design Section, Finance Section
COMPANY NAME *	:		
ADDRESS *	:		
TEL. NO. /FAX. No. *	:	TIN *	:
PhilGEPS Reg. No. *	:	Email *	:

Please quote your lowest price on the item(s) listed, 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 **December 16, 2024** in the return envelope attached herewith, to the Bids and Award Committee, Quirino District Engineering Office, Cabarroguis, Quirino.

**TERMS and CONDITIONS:**

1. All entries must be type written or legibly written.
2. Delivery period within **30 CD** upon receipt of the approved funded Purchased 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 and materials; One (1) year for Equipment; Three (3) years IT Equipment from date of acceptance by the end user.
4. Price Validity shall be for a period of 60 calendar days
5. A. PhilGEPS Registration Number  
B. Mayor's Permit shall be attached upon submission of the quotation.
6. Please indicate the brand for each items being offered.
7. The approved budget ceiling for this procurement is **P 101,745.00**

  
**RUSSELL G. LOZANO**  
Chief, Planning and Design Section  
BAC Chairman

ITEM No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Alcohol, 70% ethanol, 4 liters ✓	5 ✓	gal. ✓		
2	Alcohol, 70% ethanol, 500ml ✓	20 ✓	bottle ✓		
3	Battery, dry cell "AA", 2pcs/blister pack ✓	10 ✓	pack ✓		
4	Battery, dry cell "AAA", 2pcs/blister pack ✓	10 ✓	pack ✓		
5	Correction Tape, 8mm ✓	10 ✓	pc. ✓		
6	Eraser, Plastic/Rubber ✓	10 ✓	pc. ✓		
7	Eraser, whiteboard ✓	3 ✓	box ✓		
8	Multi-Purpose Glue, 240g ✓	2 ✓	pc. ✓		
9	Folder, clear front, letter size, 14 points ✓	20 ✓	pc. ✓		
10	Folder, legal size, light purple ✓	150 ✓	pc. ✓		
11	Folder, pressboard, plain, lgal size, orange ✓	30 ✓	pc. ✓		
12	Marker, permanent, black, broad ✓	5 ✓	pc. ✓		
13	Marker, permanent, red, broad ✓	5 ✓	pc. ✓		
14	Mouse, bluetooth ✓	1 ✓	pc. ✓		
15	Paper, Multi-Copy 8.5" x 11", 80 GSM ✓	5 ✓	ream ✓		
16	Paper, Multi-copy, A-4, 80 GSM ✓	40 ✓	ream ✓		
17	Paper, yellow paper ✓	3 ✓	pad ✓		
18	Pencil, lead with eraser, wood cased, hardend ✓	2 ✓	box ✓		
19	Record book, 300 pages ✓	6 ✓	pc. ✓		
20	Rubber Band, 350 grams ✓	2 ✓	pc. ✓		
21	Sign Pen, black, Gel Ink, 0.3mm ✓	12 ✓	pc. ✓		
22	Sign Pen, black, Gel Ink, 0.5mm ✓	24 ✓	pc. ✓		
23	Sign Pen, red, Gel Ink, 0.5mm ✓	24 ✓	pc. ✓		
24	Sign Pen, green, Gel Ink, 0.5mm ✓	5 ✓	pc. ✓		
25	Staple wire, standard ✓	5 ✓	box ✓		
26	Stationery Paper, Yellow, for LDDAP ✓	100 ✓	pack ✓		
27	Sticky Note, 3" x 3", whole ✓	10 ✓	pad ✓		
28	Sticky Note, 'Sign Here' ✓	10 ✓	pad ✓		
29	Tape, Double Sided Tape, White, 1" x 5m ✓	5 ✓	pc. ✓		
30	Tape, transparent, 24mm ✓	10 ✓	roll ✓		





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31	Tissue, 2-ply ✓	30 ✓	pack ✓	
32	Whiteboard, 3'x5' ✓	1 ✓	pc ✓	
33	Printer Ink, 001 Black ✓	5 ✓	pc ✓	
34	Printer Ink, 001 Cyan ✓	3 ✓	pc ✓	
35	Printer Ink, 001 Magenta ✓	3 ✓	pc ✓	
36	Printer Ink, 001 Yellow ✓	3 ✓	pc ✓	
37	Air Freshner ✓	10 ✓	can ✓	
38	Bleach, 1 ltr. ✓	2 ✓	ltr. ✓	
39	Cleaner, all purpose cleaner, 1000ml ✓	10 ✓	bottle ✓	
40	Deodorant cake ✓	5 ✓	pc ✓	
41	Dishwashing liquid, 1 ltr. ✓	2 ✓	ltr. ✓	
42	Disinfectant spray, aerosol type, 60ml ✓	5 ✓	can ✓	
43	Fabric Softener, 670ml ✓	10 ✓	bottle ✓	
44	Glass Cleaner ✓	2 ✓	bottle ✓	
45	Insecticide, aerosol type, 600ml ✓	5 ✓	can ✓	
46	Liquid hand soap, 500ml ✓	10 ✓	bottle ✓	
47	Rags, all cotton, door mat, 1 kilo per bundle ✓	1 ✓	bundle ✓	
48	Toilet bowl cleaner, 1000ml ✓	10 ✓	bottle ✓	
49	Measuring Tape, fiber, 20 meters ✓	2 ✓	pc ✓	
50	Spray Paint (Red), 300g ✓	30 ✓	tube ✓	
51	Fine line technical pen, 0.8 black ✓	12 ✓	pc ✓	

2024-12-248-C - Purchase of office supplies for use in COA, and Planning Design Section's Bridge Management System (BMS), this district.

Place of Delivery:

The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all items. Otherwise they will be subjected for disqualifications

Posting: December 13, 2024 ✓

TOTAL AMOUNT IN WORDS:

Brand and Model :  
Delivery Period :  
Warranty :  
Price Validity :  
After having carefully read and accepted your General Conditions, I/We quote you on the item 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.

Printed Name / Signature / Date

Tel. No./CP No. & email address

**Note: Fill out all Fields with Asterisk \***