



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.	: 2024-12-252, 2024-11-205
Revised on	:	Date	: 10/10/2024
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End User	: Administrative 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 20, 2024** in the return envelope attached herewith, to the Bids and Award Committee, Quirino District Engineering Office, Cabarroguis, Quirino.

TERMS and CONDITIONS:

- All entries must be type written or legibly written.
- 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.
- 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.
- Price Validity shall be for a period of 60 calendar days
- A. PhilGEPS Registration Number
B. Mayor's Permit shall be attached upon submission of the quotation.
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **P 912,486.00**


FERDINAND SINGGO M. YTING
Officer-in-Charge
Office of the Assistant District Engineer
BAC Chairman

ITEM No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Alcohol 70%, Isoprophyl, 4 ltrs. ✓	5 ✓	gallon ✓		
2	Alcohol, 70% Isoprophyl, 500ml ✓	49 ✓	bottle ✓		
3	Ballpen, Black, 12pcs. /box ✓	2 ✓	box ✓		
4	Ballpoint Pen, super fine, 0.7mm, black ✓	6 ✓	box ✓		
5	Ballpoint, 0.5mm, black ✓	52 ✓	pc. ✓		
6	Ballpoint, 0.5mm, blue ✓	20 ✓	pc. ✓		
7	Battery, FV2-3850mAh-15.4V (for DJI Mavic 2 Zoom) ✓	2 ✓	unit ✓		
8	Battery, dry cell "AA", 2pcs./blister pack ✓	23 ✓	pack ✓		
9	Battery, dry cell "AAA", 2pcs./blister pack ✓	13 ✓	pack ✓		
10	Battery, Lithium, 3V, CR2032 (2pcs./pack ✓	10 ✓	pack ✓		
11	Binder Clip, 1/2" (12 mm) ✓	23 ✓	dozen ✓		
12	Binder Clip, 3/4" (20mm) ✓	33 ✓	dozen ✓		
13	Binder Clip, 1" (25mm) ✓	35 ✓	dozen ✓		
14	Binder Clip, 1-1/4" (32mm) ✓	20 ✓	dozen ✓		
15	Binder Clip, 1-1/2" (38mm) ✓	23 ✓	dozen ✓		
16	Binder Clip, 2" (50mm) ✓	18 ✓	dozen ✓		
17	Calculator, 12 Digits ✓	1 ✓	unit ✓		
18	Calculator, scientific ✓	7 ✓	unit ✓		
19	Chair, Swivel ✓	5 ✓	unit ✓		
20	Combination Board (Whiteboard and Corkboard) 18"x24" ✓	1 ✓	pc. ✓		
21	Correction Tape, 5mm x 10 meters ✓	68 ✓	pc. ✓		
22	Cutter Blade, 18mm x 100mm ✓	1 ✓	tube ✓		
23	Cutter Knife, Heavy Duty, 18mm ✓	5 ✓	pc. ✓		
24	Door Knob, Heavy Duty, Stainless ✓	4 ✓	pc. ✓		
25	Envelope, expanding, kraft, long, w/ garter, 100pcs./box ✓	2 ✓	box ✓		
26	Envelope, expanding, legal, with garter ✓	25 ✓	pc. ✓		
27	Envelope, ordinary, kraft, long ✓	50 ✓	pc. ✓		
28	Eraser, B30, 33x16x13mm ✓	5 ✓	box ✓		
29	Eraser, Plastic/rubber ✓	6 ✓	pc. ✓		
30	Eraser, Whiteboard ✓	6 ✓	pc. ✓		
31	Essential Oil (YL), Lavander, 15ml ✓	3 ✓	bottle ✓		



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32	Essential Oil (YL), Lemon, 15ml ✓	3 ✓	bottle ✓		
33	Essential Oil (YL), Peppermint, 15ml ✓	3 ✓	bottle ✓		
34	Extension Wire, 10m ✓	1 ✓	set ✓		
35	Extension Wire, 5m, 4 gang ✓	2 ✓	set ✓		
36	FASTENER, metal, 70mm between prongs (non sharp edges) ✓	8 ✓	box ✓		
37	Film Carbon Paper, legal, black, 100 sheets ✓	2 ✓	box ✓		
38	Folder, kraft with TAB, legal size ✓	6 ✓	pack ✓		
39	Folder, kraft with TAB, legal size ✓	40 ✓	pc. ✓		
40	Gloves, Heavy Duty (Rubber Palm Coated) ✓	10 ✓	pair ✓		
41	Glue, all purpose, 473ml ✓	14 ✓	jar ✓		
42	Laboratory Goggles ✓	5 ✓	pc. ✓		
43	Laminating pouches, A4, 100 sheets, 250 Microns ✓	1 ✓	pack ✓		
44	Light Emitting Diode (LED) Bulb, 7 watts ✓	24 ✓	pc. ✓		
45	Light Emitting Diode (LED) Bulb, 9 watts ✓	24 ✓	pc. ✓		
46	Light Emitting Diode (LED) Bulb, 15 watts ✓	24 ✓	pc. ✓		
47	Light Emitting Diode (LED) Lighting Fixture, 18 watts ✓	10 ✓	pc. ✓		
48	Marker, Fluorescent (Yellow, Orange, Green) ✓	3 ✓	set ✓		
49	Marker, permanent, Black, Broad ✓	20 ✓	pc. ✓		
50	Marker, permanent, Black, Bullet Type ✓	10 ✓	pc. ✓		
51	Marker, permanent, Blue Bullet Type ✓	5 ✓	pc. ✓		
52	Marker, permanent, red, Bullet Type ✓	5 ✓	pc. ✓		
53	Marker, permanent, Twin, Black, Bullet Type ✓	5 ✓	pc. ✓		
54	Marker, whiteboard, Black ✓	30 ✓	pc. ✓		
55	Measuring Wheel/ Walking Measure, 12"Ø, 10,000mtrs. ✓	10 ✓	unit ✓		
56	Mouse, wired with mouse pad ✓	7 ✓	unit ✓		
57	Pad Paper, ruled, 80 leaves, 64 gsm legal size ✓	14 ✓	pad ✓		
58	Paper Clip, vinyl, plastic, 33mm ✓	7 ✓	box ✓		
59	Paper Clip, vinyl, plastic, 50mm ✓	7 ✓	box ✓		
60	Paper trimmer, 18" x 15", wooden ✓	1 ✓	unit ✓		
61	Paper, Multi-copy, A4, 80gsm ✓	461 ✓	ream ✓		
62	Pencil, lead, with eraser, wood cased, hardend ✓	5 ✓	box ✓		
63	Pencil, Sharpener, Table Top, Manual ✓	1 ✓	unit ✓		
64	Photo Paper, A4 Size 235gsm 20's glossy ✓	9 ✓	box ✓		
65	Polo Shirt with DPWH Logo (Dark Gray) ✓	37 ✓	pc. ✓		
66	Puncher for paper, Heavy Duty ✓	10 ✓	unit ✓		
67	Record Book, 11" x 8.5", 300 pages ✓	34 ✓	book ✓		
68	Record Book, 11" x 8.5", 500 pages ✓	8 ✓	book ✓		
69	Record Book, 11.25" x 7", 200 pages ✓	10 ✓	book ✓		
70	Record Book, 11.25" x 7", 300 pages ✓	10 ✓	book ✓		
71	Ribbon, nylon, for manual typewriter ✓	5 ✓	pc. ✓		
72	Rubber Band, 350 grams ✓	3 ✓	box ✓		
73	Ruler, Metal, 12" ✓	1 ✓	pc. ✓		
74	Scissor, Heavy Duty, 8" ✓	10 ✓	pair ✓		
75	Sign Pen, black, Hi-Tech Point, V7, 0.7mm ✓	20 ✓	pc. ✓		
76	Sign Pen, black, Liquid/gel ink, 0.3mm ✓	32 ✓	pc. ✓		



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77	Sign Pen, black, Liquid/gel ink, 0.5mm ✓	117 ✓	pc. ✓		
78	Sign Pen, blue, Liquid/gel ink, 0.5mm ✓	73 ✓	pc. ✓		
79	Sign Pen, red, Liquid/gel ink, 0.5mm ✓	42 ✓	pc. ✓		
80	Sign Pen, black, Liquid/gel ink, 0.7mm ✓	60 ✓	pc. ✓		
81	Sign Pen, blue, Liquid/gel ink, 0.7mm ✓	30 ✓	pc. ✓		
82	Sign Pen, red, Liquid/gel ink, 0.7mm ✓	30 ✓	pc. ✓		
83	Spray Paint, red, 300g ✓	20 ✓	bottle ✓		
84	Stamp Pad, Felt ✓	4 ✓	pc. ✓		
85	Stand Fan, Industrial, 18" ✓	1 ✓	unit ✓		
86	Staple Wire, standard, no. 35, 26/6 (Full Strip 5000) ✓	16 ✓	box ✓		
87	Stapler with pincher standard type ✓	6 ✓	unit ✓		
88	Sticky Note, (Sign Here) 5 in 1 ✓	25 ✓	pack ✓		
89	Sticky Note, 3" x 3", whole, 100 sheets ✓	35 ✓	pack ✓		
90	Sticky Note, 3" x 4", whole, 100 sheets ✓	10 ✓	pack ✓		
91	Sticky Note, 3" x 5", whole, 100 sheets ✓	20 ✓	pack ✓		
92	Sticky Note, Ear Tag, fluorescent ✓	22 ✓	pack ✓		
93	Tape Dispenser, table top ✓	5 ✓	unit ✓		
94	Tape, Double Sided, Green, 1" x 15m ✓	26 ✓	roll ✓		
95	Tape, Double Sided, Green, 1" x 5m ✓	27 ✓	roll ✓		
96	Tape, Double Sided, White, 1" x 5m ✓	5 ✓	roll ✓		
97	Tape, Duct, white, 48mm (2") x 10m ✓	5 ✓	roll ✓		
98	Tape, Masking, 24mm(1") x 30m ✓	36 ✓	roll ✓		
99	Tape, transparent, 24mm(1") x 100m ✓	81 ✓	roll ✓		
100	Tape, transparent, 48mm(2") x 100m ✓	5 ✓	roll ✓		
101	Traffic Vest, Reflectorized (Garterized) ✓	10 ✓	pc. ✓		
102	Blank CD with Case, RW ✓	5 ✓	pc. ✓		
103	Flash Drive, USB, 3.0, 16GB, OTG ✓	7 ✓	pc ✓		
104	Flash Drive, USB, 3.0, 32GB ✓	2 ✓	pc. ✓		
105	Ink Cartridge, HP, #680 Black ✓	19 ✓	cart. ✓		
106	Ink Cartridge, HP, #680 Tri-color ✓	34 ✓	cart. ✓		
107	Ink Cartridge, HP, #682 Black ✓	30 ✓	cart. ✓		
108	Ink Cartridge, HP, #682 Tri-color ✓	15 ✓	cart. ✓		
109	Ink, Epson, #001, Black ✓	48 ✓	bottle ✓		
110	Ink, Epson, #001, Cyan ✓	32 ✓	bottle ✓		
111	Ink, Epson, #001, Magenta ✓	32 ✓	bottle ✓		
112	Ink, Epson, #001, Yellow ✓	32 ✓	bottle ✓		
113	Ink, Epson, #003, Black ✓	6 ✓	bottle ✓		
114	Ink, Epson, #103, Black ✓	10 ✓	bottle ✓		
115	Ink, Epson, #103, Cyan ✓	10 ✓	bottle ✓		
116	Ink, Epson, #103, Magenta ✓	10 ✓	bottle ✓		
117	Ink, Epson, #103, Yellow ✓	10 ✓	bottle ✓		
118	Keyboard with mouse, wired ✓	8 ✓	set ✓		
119	Maintenance Box, C9345 for (Epson Printer) ✓	6 ✓	box ✓		
120	Maintenance Box, E6711/PXMB3 ✓	2 ✓	box ✓		
121	Solid-state Drive (3.2 SSD), external, 1TB ✓	1 ✓	unit ✓		



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122	USB Wi-fi Bluetooth Dongle, wireless ✓	1 ✓	unit ✓		
123	Air Freshner, 320ml ✓	41 ✓	can ✓		
124	Bleach, 1 ltr. ✓	3 ✓	bottle ✓		
125	Broom, soft (Walis Tambo) ✓	14 ✓	pc. ✓		
126	Broom, Stick (Walis Tingting) ✓	14 ✓	pc. ✓		
127	Cleaner, all purpose, 1000ml ✓	25 ✓	bottle ✓		
128	Detergent Bar, 140g ✓	20 ✓	pc. ✓		
129	Detergent Powder, 1kg ✓	10 ✓	pouch ✓		
130	Deodorant Cake, 100 grams ✓	5 ✓	pc. ✓		
131	Dishwashing Liquid, 1000ml ✓	24 ✓	bottle ✓		
132	Disinfectant Spray, 550ml ✓	31 ✓	bottle ✓		
133	Door Mat (Cloth) ✓	24 ✓	pc. ✓		
134	Dust Pan, Plastic, non-rigid ✓	6 ✓	pc. ✓		
135	Fabric Conditioner, 900ml ✓	35 ✓	bottle ✓		
136	Furniture Cleaner, aerosol type ✓	11 ✓	can ✓		
137	Glass Surface Cleaner, 400-500ml ✓	13 ✓	bottle ✓		
138	Hand Soap, Liquid, 600ml ✓	29 ✓	bottle ✓		
139	Insecticide, aerosol type, 600ml ✓	18 ✓	can ✓		
140	Rags, all cotton, 1 kg./bundle ✓	21 ✓	bundle ✓		
141	Toilet Bowl Cleaner, 1000ml ✓	25 ✓	bottle ✓		
142	Toilet deodorant cake, 100 grams ✓	12 ✓	pc. ✓		
143	Toilet Tissue Paper, 3 ply, 12rolls/pack (100% Recycled) ✓	158 ✓	pack ✓		
144	Tornado Mop, 30 liters ✓	10 ✓	unit ✓		
145	Trash Bag, XL ✓	22 ✓	pack ✓		
	FOR ADMINISTRATIVE SECTION				
146	Multi-media Projector, EB-X51 (See attached specs.) ✓	1 ✓	unit ✓		
147	Tripod Screen, 70" x 70" ✓	1 ✓	pc. ✓		
148	Table Sign, 14" x 4" ✓	3 ✓	pc. ✓		
149	Plaque Acrylic, 16" ✓	2 ✓	pc. ✓		
150	Signature frame, 16" x 20" ✓	1 ✓	pc. ✓		
151	Moroco Board, A4 ✓	1 ✓	ream ✓		
152	Sticker Paper, A4 ✓	2 ✓	pack ✓		
153	Invitation Envelope ✓	50 ✓	pc. ✓		
154	Bottom Mount Water Dispenser, Hot water temp. 85-95°, Cold water temp - 4°C -12°C, dimensions 385x 370x1145 ✓	1 ✓	unit ✓		
155	Folding Table, 6ft. ✓	1 ✓	pc. ✓		
156	Tarpaulin 3'x8' ✓	1 ✓	pc. ✓		
157	Tarpaulin 4'x6' ✓	1 ✓	pc. ✓		
158	Tarpaulin 4'x8' ✓	1 ✓	pc. ✓		
159	Empty Sacks, big ✓	50 ✓	pc. ✓		
160	XStamper Quix, 24 x 49mm ✓	1 ✓	pc. ✓		
161	XStamper Quix, 14 x 60mm (certified true copy) ✓	1 ✓	pc. ✓		
162	XStamper Quix, 14 x 60mm (Released) ✓	1 ✓	pc. ✓		
163	Date Stamp Received ✓	1 ✓	pc. ✓		
164	Date Stamp, 4mm ✓	1 ✓	pc. ✓		



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165	Stamp pad #2 ✓	1 ✓	pc. ✓		
166	Stamp pad ink, 30ml ✓	1 ✓	pc. ✓		
2024-12-252-C.- Supply and delivery of office, janitorial, and IT/Computer Supplies for use at the Administrative Section, Finance Section, Construction Section, Quality Assurance Section, Planning and Design Section, Procurement Unit and Office of the DE, ADE and PIO, 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 17, 2024 ✓				TOTAL PHP	

TOTAL AMOUNT IN WORDS:

Brand and Model : Warranty :
Delivery Period : 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 *