



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**APAYAO 1<sup>ST</sup> DISTRICT ENGINEERING OFFICE**  
Conner, Apayao, Cordillera Administrative Region

Name of Procuring Entity : **Apayao 1st District Engineering Office** Request for Quotation (P.R. No.) : **2024-03-0027**

Revised on : \_\_\_\_\_ Date : **03/14/2024**  
Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : Maintenance Section

COMPANY NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
TEL. NO./FAX No. : \_\_\_\_\_ TIN : \_\_\_\_\_

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 am.. on March 20, 2024** in the return envelope attached herewith, to the **BAC Secretariat, DPWH-Apayao 1st DEO, Conner, Apayao**

**TERMS and CONDITIONS :**

- All entries must be typewritten or legibly written.
- Delivery period within **Thirty (30) 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.
- Warranty shall be for a minimum of **one (1) month for fuels; one year for Equipment; 3 years IT Equipment** from date of acceptance by the end-user.
- Price validity shall be for a period of **sixty (60) calendar days**.
- PhilGEPS Registration Certificate, Mayor's Permit/ DTI/Tax Clearance/ Certificate of Registration(BIR)** shall be attached upon submission of the quotation
- Bidders shall submit **original brochures** of the product showing certification of its availability if applicable
- Please **specify brand name** being offered.
- The approved budget ceiling for this procurement is **P 733,325**.

  
**CHESTER M. SONGGADAN**  
BAC Chairman

VLS \_\_\_\_\_ RRF \_\_\_\_\_  
GBD \_\_\_\_\_

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
<b>A. OFFICE SUPPLIES</b>					
1.	Alcohol,68%-72%, ethanol (ethyl)	5	bottle		
2.	Ballpen, black 0.3 mm needle point	5	box		
3.	Ballpen, blue 0.3 mm needle point	5	box		
4.	Ballpen, blue 0.5 mm needle point	5	box		
5.	Clip, backfold, 50mm, 12s/box	5	box		
6.	CLIP, backfold, 1/2",13mm, 12s/box	5	box		
7.	CLIP, backfold, 12s/box (see sample)	10	box		
8.	CORRECTION TAPE,disposable	10	pcs		
9.	Customized file folder (legal)	50	pcs		
10.	Note pad 3"x3" orange	10	pcs		
11.	Note pad 3"x3" yellow	5	pcs		
12.	Note pad 3"x3" green	5	pcs		
13.	Clip Paper 32mm 100pc/box	5	box		
14.	pencil 12pc/box	2	box		
15.	PAPER multicopy,210mm x297mm(A4), substance 24	100	reams		
16.	PHOTO PAPER, A4 size, 10 sheets/ream	2	ream		
17.	MARKER-permanent bullet type, black	2	box		
18.	MARKER-white borad bullet type, blue	3	box		
19.	Fastener, for paper, plastic	8	box		
20.	PUNCHER, paper,heavy duty,w/ two whole guide	1	pc		
21.	RECORD Book (300 pages)	10	books		
22.	TAPE, packaging, 48mm	2	roll		
23.	TAPE, TRANSPARENT, 48mm	2	roll		
24.	TAPE, masking, 48mm	2	roll		
25.	TAPE, double-sided, 48mm	2	roll		
26.	Equipment Yellow Logbook (APS)	50	books		
27.	White board 2"x1 1/2"	3	pcs		
28.	Paper cutter, A4 210mmX297mm	1	pc		
<b>B. GENERAL SUPPLIES</b>					
29.	Long sleeve neon orange t-shirt w/ dark blue sleeve	30	pcs		
30.	Polo shirt w/ DPWH Logo (royal blue)	30	pcs		

31.	Sweat shirts(Orange) w/ DPWH Logo printed Maintenance CY 2024 at the Back (75 large & 75 extra large)	150	pc		
32.	KASEROLE (High Quality) (good for 8 persons)	2	pcs		
33.	Frying Pan (High Quality)	1	pc		
34.	Knife, medium size 7"	1	pc		
35.	Rice Pot (High Quality) (good for 8 persons)	1	pcs		
36.	Spoon, Stainless (High Quality)	1	doz		
37.	Fork, Stainless (High Quality)	1	doz		
38.	Spoon Laddle for serving (High Quality)	1	pcs		
39.	Drinking Glass	1	doz		
40.	PLATE, melamine	1	doz		
41.	Coffee mug, melamine	1	doz		
42.	Water Jug (22L capacity) (cooler)	2	jar		
43.	PAIL small	1	pc		
44.	Steel Shelf Metal, 5tiers	2	set		
45.	Tarpaulin 4x8ft	2	pcs		
46.	Twine (plastic, D=2.44/0.95"-253 for grass cutter)	30	roll		
47.	Steel Storage Cabinet with sliding Glass door, with 5 layer powder coated smooth finish, Height:180mm width:900mm Depth:400mm	1	unit		
<b>C. ICT SUPPLIES</b>					
48.	Epson WorkForce Pro WF-C878R (Black Pigment Ink)	5	toner		
49.	Epson WorkForce Pro WF-C878R (Cyan Pigment Ink)	3	toner		
50.	Epson WorkForce Pro WF-C878R (Magenta Pigment Ink)	3	toner		
51.	Epson WorkForce Pro WF-C878R (Yellow Pigment Ink)	3	toner		
52.	Epson WorkForce Pro WF-C878R (Maintenance Box)	2	pcs		
53.	USB FLASH Drive 32GB	12	pcs.		
54.	Laptop Acer Charger	1	pc		
55.	External HDD 1TB	5	pcs		
<b>D. ICT EQUIPMENT</b>					
56.	monitor	1	pc		
57.	UPS 2000VA	4	Unit		
<b>E. SURVEY EQUIPMENT</b>					
58.	Shovel	48	pcs		
59.	Boots (water proof) (5 female & 75 male)	80	pairs		
60.	Cap with DPWH logo (orange)	80	pcs.		
61.	Hard Hat (w/ DPWH Logo) heavy duty orange	55	pcs.		
62.	RAINCOATS (Pants and Jackets) with DPWH logo	80	pcs.		
63.	Reflectorized Vest (neon orange) with DPWH logo	80	pcs		
<b>F. CONSTRUCTION SUPPLIES</b>					
64.	Spray Paint Red	5	can		
65.	Spray Paint Yellow	5	can		
		<b>Grand Total -----</b>			
"Supply and Delivery of Office Supplies, General Supplies, ICT Supplies, ICT Equipment, Survey Equipment and Construction Supplies for Use of Maintenance Section"					
<b>Brand and Model :</b> _____		<b>Warranty :</b> _____			
<b>Delivery Period :</b> _____		<b>Price Validity :</b> _____			
<p>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.</p>					
_____ Printed Name / Signature / Date					
_____ Tel. No. / Cellphone No. / E-mail Address					