



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**APAYAO 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE**  
San Isidro Sur, Luna, Apayao, Cordillera Administrative Region



Name of Procuring Entity	Request for Quotation (P.R. No.)	2024 -12- 01/3
Revised on	Date	DEC 04 2024
Standard Form/Title	Office/End-User:	DPWH-ASDEO
<b>REQUEST FOR QUOTATION</b>		
COMPANY NAME:	TIN. NO.	
ADDRESS		
TEL/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 2:00 p.m. of <b>DEC 12 2024</b> in the return envelope attached herewith to the BAC Secretariat for Goods, DPWH-Apayao 2nd District Engineering Office, Luna, Apayao.		

**TERMS AND CONDITIONS**

1. All entries must be typewritten or legibly written.
2. Delivery period within 60 CD upon receipt of the approved funded Purchase order (P.O.), Administrative penalties pursuant to Sec. 09 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 year for equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Phil-GEPS Registration Certificate, Mayor's Permit 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 **P 729,530.65**

**JERRY A. RAGOJOS**  
Chief, Construction Section  
Chairperson, Bids and Awards Committee

Item No.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper, Multi-purpose A4 210 X 297mm 70 gsm, 500 sheets	160	ream		
2	Photopaper A4 size High Glossy, 25pc/pack	45	pack		
3	Photopaper A4 size Matte, 20pc/pack	40	pack		
4	Specialty Board (A4 Size, 220gsm, pastel color 10pcs/pack	40	pack		
5	Gestetner Print Cartridge Ink -IMC2500 (Black)	6	pcs		
6	Gestetner Print Cartridge Ink -IMC2500 (Cyan)	6	pcs		
7	Gestetner Print Cartridge Ink -IMC2500 (Magenta)	6	pcs		
8	Gestetner Print Cartridge Ink -IMC2500 (Yellow)	6	pcs		
9	Ballpen Black .3mm Needle tip	6	pcs		
10	Ballpen BLUE .3mm Needle tip	6	box		
11	Pencil 1doz./box	6	box		
12	Rechargeable Battery with charger AA	2	box		
13	Rechargeable Battery with charger AAA	1	set		
14	Battery Charger For Sony NP-FW50 Battery	1	set		
15	Binder clips 32 mm ( 12pcs/box)	1	pc		
16	Facial Tissue, interfolded 3ply (soft) 50 sheets 140 x 195mm	15	box		
17	Tissue 3 ply (Extra soft, Toilet paper) 10 roll/pack 100% virgin pulp	10	box		
18	Alcohol Spray 500ml 75% solution Antiseptic/Antibacterial	10	pack		
19	Certificate Holder	22	bottle		
20	Laminating Film A4 10pcs/pack 125/250 micron	100	pc		
21	Multifunctional A4 Paper Trimmer Cutters Guillotine with 5 Storage Boxes Portable for Photo Labels Paper Cutting	30	pack		
22	Sign Here Sticky notes stylish film index, 125 sheets/pack 5 in 1, repositional semi transparent self adhesive	1	pc		
23	Correction Tape 5mmX 6meters	10	pack		
24	Young living essential oil only 15ml (Lemon, Peppermint, RC, Stressaway, Citrus Fresh and Eucalyptus)	15	pcs		
25	All-Purpose Glue 130g	1	set		
26	Stand File Box Organizer	17	pcs		
27	Storage Box 70 liters	8	pcs		
		4	pcs		



28	Heavy Duty Scissors Stainless Steel 8"	4	pcs		
29	Shelf Unit, white stained oak effect with lock 77x77cm (30 3/8x30 3/8")	2	pcs		
30	Mobile Pedestal 3 Drawer Ivory 390Wx500Dx600H (metal)	1	pc		
31	OTG USB 3.0 Flash drive 64GB for android with 2 in 1 USB-A to type C	9	pcs		
32	8 GB Flash Drive	8	pcs		
33	White Letter Envelope	1.00	box		
34	Envelope A4 brown	100.00	pcs		
35	Envelope long brown	100.00	pcs		
36	Folder A4 brown	100.00	pcs		
37	Folder Long brown	100.00	pcs		
38	Expandable brown envelope with tie long	100.00	pcs		
39	sign pen liquid gel 1doz/box (BLACK)	2.00	box		
40	sign pen liquid gel 1doz/box (BLUE)	3.00	box		
41	Fine Ballpoint ballpen (BLUE)	3.00	box		
42	Friction Erasable Ballpen 0.5mm	1.00	box		
43	Tape, Transparent (24mm) 1 INCH	15.00	roll		
44	Double sided adhesive tape paper/Ultra-thin High-adhesive cotton Dou	15.00	roll		
45	Double adhesive tape (10mmx10yard, 3/4" with foam)	15.00	roll		
46	Record Books 300 pages	10.00	pcs		
47	AA rechargeable battery	12.00	pcs		
48	AAA rechargeable battery	12.00	pcs		
49	binder clip 15mm 12pcs/box	20.00	box		
50	binder clip 41mm 12pcs/box	10.00	box		
51	binder clip 50mm 12pcs/box	10.00	box		
52	Binder clip 25mm 12pcs/box	10.00	box		
53	Customized Binder, A4 Size with Hard Cover with thickness of 2.5 mm or more, PVC Royal Blue Cover and White Ply Leaf inside with 7"x3" Level arch file Mechanism with Radolock, Ring Pocket and Three (Colored Logo of Spine, Expansion of Least 75mm with white Background Portrait) top hole	20.00	pcs		
54	Customized Binder, A4 Size with Hard Cover with thickness of 2.5 mm or more, PVC Royal Blue Cover and White Ply Leaf inside with 7"x3" Level arch file Mechanism with Radolock, Ring Pocket and Three (Colored Logo of Spine, Expansion of Least 75mm with white Background Portrait) side hole	20.00	pcs		
55	Alcohol 70% Antiseptic/disinfectant Solution	5	gal		
56	Disinfectant Spray, Aerosol type 400g-500g	10	can		
57	Permanent Marker (fine tip) 1 doz./box - blue	3	box		
58	OTG Usb 3.0 Flash Drive 64GB for iPhone with 2 in 1 USB-A to lightning	5	pcs		
59	1TB External Hard Drive Portable External HDD Storage	1	pc		
60	A3 bond paper	50	ream		
61	Field Shoes (Lightweight midsole, Regular fit, Lace closure, Open mesh upper)	28	pcs		
62	Scientific Calculator (fx991ES Plus Features: Non Programmable Non Graphing Number of Functions: 417 Number of Digits: 10 + 2 digits Liquid Crystal Display: Natural textbook display Dot matrix display Power Supply: Solar & Battery Approximate Battery life main 3 years Auto power off, Memory: Variable: 9 Independent Memory (M/M+/M-) Answer Memory Memory Protection Reset Function, Key Functions: Fast- turning function (2-key rollover) Negative Sign Power Off	10	pcs		
63	Laser Rangefinder: Working range: 40m Distance, Area and Volume Continous measurement Indirect measurement Power: 2 x AAA batteries	1	pcs		

