



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**MINDORO ORIENTAL DISTRICT ENGINEERING OFFICE**  
Masipit, Calapan City, Oriental Mindoro, MIMAROPA REGION (IV-B)

Name of Procuring Entity	Request for Quotation (P.R. No.) : <b>2025-02-102</b>
Revised on :	Date : <b>February 25, 2025</b>
Standard Form/Title : <b>REQUEST FOR QUOTATION</b>	Office/End-User : <b>DPWH-MODEO</b>
<b>COMPANY NAME :</b>	
<b>ADDRESS :</b>	
<b>TEL. NO./FAX No. :</b>	<b>TIN :</b>

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. of March 3, 2025 in the return envelope attached herewith, to the Goods & Services Division, Procurement Services, Masipit, Calapan City, Oriental Mindoro.

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written.
2. Delivery period within 30 c.d 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 from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration Certificate, Mayor's Permit, DTI/SEC shall be attached upon submission of the quotation
6. The approved budget ceiling for this procurement is **988,617.40**
7. The DPWH reserves the right to accept or reject any bid to annul the bidding process and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.
8. Bidder/s may submit an open or sealed quotation.
9. RFQ can be submitted in person or thru registered mails, facsimile or email.

  
**LUIS B. BERON**  
Engineer III  
(BAC-Chairperson)

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper A4 (5 reams per box)70qsm	100	box		
2	Bond Paper Long ( 8 1/2 x 13)(5 reams per box)70qsm	70	box		
3	Ballpen (Hi-Techpoint V7RT)(12pcs. Per box)blue	20	box		
4	Ballpen (Hi-Techpoint V7RT)(12pcs. Per box)Green	5	box		
5	Ballpen Pilot G-Tec 0.3 (black)(12pcs. Per box)	15	box		
6	Ballpen Pilot G-Tec 0.4 (black)(12pcs. Per box)	15	box		
7	Ballpen Pilot G-Tec 0.4 (red)(12pcs. Per box)	1	box		
8	Ballpen Pilot G-Tec 0.4 (green)(12pcs. Per box)	5	box		
9	Ballpen Dong-A My Gel 0.5mm(12pcs. Per box)-Black	25	box		
10	Ballpen Dong-A My Gel 0.5mm(12pcs. Per box)-Blue	25	box		
11	Ballpen (50 pieces per tube)-Black	5	tube		
12	Ballpen (50 pieces per tube)-Blue	5	tube		
13	Binder Clip 25mm (1")	50	box		
14	Binder Clip 32mm (2")	50	box		
15	Binder Clip 51mm (2")	50	box		
16	Brother DCP-T500W Ink BT 5000 Cyan	5	bottle		
17	Brother DCP-T500W Ink BT 5000 Magenta	5	bottle		
18	Brother DCP-T500W Ink BT 5000 Yellow	5	bottle		
19	Brother DCP-T500W Ink BT 6000 Black	5	bottle		
20	Columnar Pad 8 columns	3	pad		
21	Computer Mouse (A4 Tech)	20	piece		
22	Correction Tape, 5mm (min), 1pc. In individual plastic	60	pc		
23	Cutter Blade (BL-150P)(10pcs. Per box)	5	piece		
24	Colored Paper, Green (short)(8.5" x 11")80qsm	2	ream		
25	Cutter Stainless Steel (Heavy Duty)-Big	15	piece		
26	Double Sided Tape 1"	40	roll		

Brand and Model :	Warranty :
Delivery Period :	Price Validity :

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.

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Printed Name / Signature / Date  
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Engineer III  
(BAC Chairperson)

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
27	Fingertip Moistener	10	piece		
28	Folder Clear, Long	30	piece		
29	Expanded Pressed Folder (100pcs. Per box)(Green)-Long	8	box		
30	Highlighter	30	piece		
31	Mailing Envelope (White)	5	box		
32	Ordinary Folder (Short)	300	piece		
33	Pentel Pen (12pcs. Per box)-Black	10	box		
34	Plastic Fastener (50 sets per box)	40	box		
35	Pencil No. 2 (12pcs. Per box)	20	box		
36	Puncher (Heavy Duty)75XL	15	pc		
37	Record Book (300 pages)	30	book		
38	Ruler (Plastic)(12 inches)-Orion	10	piece		
39	Scissor Big (Heavy Duty)	25	pair		
40	Stamp Pad, Felt Pad, No. 3	10	pc		
41	KW-Trio Stapler (with staple remover)	60	piece		
42	Sticky Flags (SIGN HERE)	100	tag		
43	Sticky Flags	100	tag		
44	Tape, masking, 24mm, 50m length	30	roll		
45	Tape, masking, 48mm, 50m length	20	roll		
46	Tape, packaging, width: 48mm (1mm)	20	roll		
47	Tape, transparent, 24mm, 50m length	60	roll		
48	Tape, transparent, 48mm, 50m length	20	roll		
49	Tape Dispenser	10	piece		
50	Typewriter Ribbon	5	roll		
51	Yellow Paper	3	pad		

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
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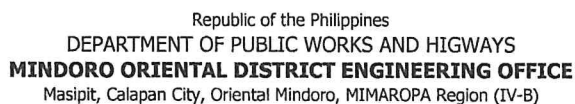
Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
52	Albatross 50g	30	pc		
53	Alcohol, 70%, ethyl, 500ml	100	bottle		
54	Air Freshner (Morning Freshness)320ml (262g)-Glade	60	btL.		
55	Automatic Spray Air Freshner Refill (Morning Freshness)	20	btL.		
56	Automatic Spray Air Freshner	10	set		
57	Battery AA (Gold Alkaline)(4pcs. Per pack)	50	pack		
58	Battery AAA (Gold Alkaline)(4pcs. Per pack)	50	pack		
59	Broom (Walis Tambo)	20	pc		
60	Broom (Walis Tingting)	20	pc		
61	Detergent Powder 800g	50	pack		
62	Dishwashing Liquid 540ml	80	pack		
63	Disinfectant Spray 340g	50	can		
64	Doormat	40	piece		
65	Fabric Conditioner (Anti-Bacterial)24ml	80	dozen		
66	Garbage Bag XL (10 pcs. Per roll)	75	roll		
67	Garbage Bag XXL (10 pcs. Per roll)	75	roll		
68	Garbage Bag M (10pcs. Per roll)	75	roll		
69	Double Sided Mounting Tape (Scotch 3M)(Clear Invisible Hold)	10	piece		
70	Glass & Multi-Surface Spray (500ml)	40	bottle		
71	Liquid Hand Soap-Antibac (Lemon Fresh)225ml	50	bottle		
72	Mop Head (For Tornado Mop)	10	piece		
73	Multi Insect Killer 500ml (Odorless)	60	can		
74	Multi-Purpose Cleaner Classic (500ml)	60	bottle		
75	Muriatic Acid 500ml	5	bottle		
76	Plug Extension (4 sockets w/ USB socket)5 meter	6	pc		
77	Rug (Towel)	70	piece		
78	Sponge w/ Scouring Pad (small)	70	piece		
79	Unscented Facial Tissues (2Ply)(250pulls)	50	box		
80	White Glade Scented Gel (Morning Freshness)180g	70	piece		

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