



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**NEGROS ORIENTAL 3RD DISTRICT ENGINEERING OFFICE**  
Siaton, Negros Oriental



Name of Procuring Entity:	<b>DPWH, Negros Oriental 3rd DEO</b>	Request for Quotation(P.R. No.):	2025-03-0025
		Date:	03/28/2024
Standard Form/Title:	<b>REQUEST FOR QUOTATION</b>	Office End User:	QAS, PDS, AS, FS, MS, CS, PU,
Mode of Procurement:	<b>Shopping</b>		DE's office
COMPANY NAME:		PHILGEPS#	
ADDRESS:		TCC NO. :	
TEL. NO./FAX NO.:		TIN :	

Please submit your quotation for the item(s) listed below, which may be submitted in person at the Procurement Unit, DPWH-Negros Oriental 3RD DEO, KM44 Malabuhan, Siaton, Negros Oriental, or thru registered mail, facsimile or E-mail, **not later than 10:30 A.M. of April 25, 2025.**

Quotation may be submitted open or sealed and should be duly signed by the firm's owner or authorized representative subject to the terms and conditions, hereof.

**TERMS AND CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within **30 Calendar Days** upon received 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 reasons.
3. Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for Equipment; from date of acceptance by the end-user.
4. Prices validity shall be for a period of Sixty days (60) calendar days.
5. PhilGEPS Registration Certificate, may attached BIR Certificate of Registration in lieu of DTI/SEC Registration and Mayor's Permit, Income/Business Tax Return and Omnibus Sworn Statement shall be included upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product. If applicable.
7. Bidders must quote for all of the items. Any erasure, correction or alteration made by the bidders in any of the items shall render the bid non-complying, hence, a ground for disqualification.
8. 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.
9. The approved budget ceiling for this procurement is **Php 666,144.00.**

  
**JANETTE M. SADIE**  
BAC Chairman

Lot No. 1	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Item 1	Paper Multicopy A3 Sub 24	5	ream	P _____	P _____
Item 2	Paper Multicopy Legal Sub 20	86	ream	P _____	P _____
Item 3	Paper Multicopy Legal Sub 24	85	ream	P _____	P _____
Item 4	Paper Multicopy A4 Sub 24	521	ream	P _____	P _____
Item 5	Paper Multicopy A4 Sub 20	136	ream	P _____	P _____
Item 6	A4 Photopaper (Good Quality-Rough Satin) 20 Shts/pk. 260gsm	15	pack	P _____	P _____
Item 7	A4 Photopaper(Good Quality,Glossy, Inkjet)20 Shts/pk. 260gsm	4	pack	P _____	P _____
Item 8	Sticker Paper A4 (Good Quality- Glossy, Inkjet,20 shts/pack,80gsm)	5	pack	P _____	P _____
Item 9	Envelope, Documentary Legal Expanded (Brown-5, Royal Blue-1); Thick	10	doz.	P _____	P _____
Item 10	Envelope, Documentary Legal (Brown) Ordinary	22	doz.	P _____	P _____
Item 11	Envelope, Documentary Short (Brown) Ordinary	18	doz.	P _____	P _____
Item 12	Envelope, Expanded (Blue/ Brown)	18	doz.	P _____	P _____
Item 13	Envelope, Mailing Long (White)	9	box	P _____	P _____
		<b>SUB-TOTAL (PAGE 1)</b>			

Item 14	Folder Legal; Expanded (Royal Blue)	21	doz.	P _____	P _____
Item 15	Folder Legal; Expanded (Yellow)	1	doz.	P _____	P _____
Item 16	Folder Legal ;Ordinary(White)	9	doz.	P _____	P _____
Item 17	Folder Legal(Plastic;Royal Blue)	2	doz	P _____	P _____
Item 18	Folder, Long (White)	17	doz	P _____	P _____
Item 19	Folder, Short (White)	16	doz	P _____	P _____
Item 20	Ballpen Ordinary (Retractable) (Blue & Black)	24	doz.	P _____	P _____
Item 21	Sign Pen 0.4mm (Black & Blue)	8	doz.	P _____	P _____
Item 22	Sign Pen 0.5mm (Black & Blue)	16	doz.	P _____	P _____
Item 23	Sign Pen 0.3mm (Black & Blue)	5	doz.	P _____	P _____
Item 24	Sign Pen 0.7mm (Blue)	2	doz	P _____	P _____
Item 25	Refill, Sign Pen 0.5mm (Black & Blue) Dong-A	3	doz	P _____	P _____
Item 26	Refill, Sign Pen 0.4mm (Black & Blue) G-Tech	2	doz	P _____	P _____
Item 27	Permanent Marker Pen (Ordinary) (Blue, Black; Broad & Fine)	32	pc	P _____	P _____
Item 28	Whiteboard Marker Pen, Disposable (Blue & Black)	10	pc	P _____	P _____
Item 29	Permanent Marker Pen Write for All - Dual Tip (Blue)	84	pc	P _____	P _____
Item 30	Whiteboard Marker Pen (Blue & Black)	17	pc	P _____	P _____
Item 31	Highlighter Pen (Yellow, Green, Orange)	6	pc	P _____	P _____
Item 32	Tape, Tranparent 24mm	14	roll	P _____	P _____
Item 33	Tape, Tranparent 48mm	14	roll	P _____	P _____
Item 34	Tape, Packaging 48mm	32	roll	P _____	P _____
Item 35	Tape, Masking 48mm	14	roll	P _____	P _____
Item 36	Tape, Masking 24mm	22	roll	P _____	P _____
Item 37	Tape, Double Sided 24mm (w/ Foam) (5 meters Long)	15	roll	P _____	P _____
Item 38	Tape, Double Sided 24mm (Ordinary) (5 meters Long)	15	roll	P _____	P _____
Item 39	Tape, Duct 48mm	30	roll	P _____	P _____
Item 40	Tape, Tranparent 24mm <b>(Strong Adhesive)</b>	10	roll	P _____	P _____
Item 41	Epson L15150 Pigment Ink 008 (Black)	16	bottle	P _____	P _____
Item 42	Epson L15150 Pigment Ink 008 (Cyan)	15	bottle	P _____	P _____
Item 43	Epson L15150 Pigment Ink 008 (Magenta)	15	bottle	P _____	P _____
Item 44	Epson L15150 Pigment Ink 008 (Yellow)	15	bottle	P _____	P _____
Item 45	Epson 003 Black (L5290)	12	bottle	P _____	P _____
Item 46	Epson 003 Cyan (L5290)	6	bottle	P _____	P _____
Item 47	Epson 003 Magenta (L5290)	6	bottle	P _____	P _____
Item 48	Epson 003 Yellow (L5290)	6	bottle	P _____	P _____
Item 49	Epson Ink L360 Black	2	bottle	P _____	P _____
Item 50	Epson Ink L360 Cyan	1	bottle	P _____	P _____
Item 51	Epson Ink L360 Magenta	1	bottle	P _____	P _____
Item 52	Epson Ink L360 Yellow	1	bottle	P _____	P _____
		<b>SUB-TOTAL (PAGE 2)</b>			

Item 53	Equipment Logbook with Plastic Cover	50	pc.	P _____	P _____
Item 54	Engineer's Field Book	10	pc	P _____	P _____
Item 55	Flash Drive, 4GB	24	pc	P _____	P _____
Item 56	Flash Drive, 8GB	8	pc	P _____	P _____
Item 57	Flash Drive 32GB	7	pc	P _____	P _____
Item 58	Flash Drive 3.0,16GB	10	pc	P _____	P _____
Item 59	Data Cable Strap(Re-usable)6"(Black)	300	pc	P _____	P _____
Item 60	Paper,Mylar 24"x20m (atleast 100 micron)	30	roll	P _____	P _____
Item 61	Micro SD Card (Minimum Capacity:256GB,Speed Class:Minimum V30)	2	pc	P _____	P _____
Item 62	Dater Stamp	2	pc	P _____	P _____
Item 63	Vellum Board 230g/m2#120(8-1/2"x13");10 sheets/pack	30	pack	P _____	P _____
Item 64	Vellum Board 230g/m2#120(A4;10 sheets/pack	20	pack	P _____	P _____
Item 65	Transparent Sticker, Vinyl, Glossy(A4;150GSM;20 sheets/pack)	10	pack	P _____	P _____
Item 66	DPWH Logo, Reflectorized Sticker,25.5cm diameter	20	pc	P _____	P _____
Item 67	Battery AAA (Rechargeable)	5	pair	P _____	P _____
Item 68	Battery AA (Rechargeable)	5	pair	P _____	P _____
Item 69	Battery AA (Heavy Duty; Alkaline)	30	pair	P _____	P _____
Item 70	Battery AAA (Heavy Duty; Alkaline)	9	pair	P _____	P _____
Item 71	Paper Clip No. 33 (Plastic Coated)	28	box	P _____	P _____
Item 72	Paper Clip No. 50 (Plastic Coated)	22	box	P _____	P _____
Item 73	Ruler, Ordinary	10	pc	P _____	P _____
Item 74	Pencil, No.2	3	doz	P _____	P _____
Item 75	Plastic Fastener (Elongated) 8-1/2" Long	5	box	P _____	P _____
Item 76	Plastic Fastener (regular size)	14	box	P _____	P _____
Item 77	Clip Backfold (Binder Clip) 19mm or 1"	18	box	P _____	P _____
Item 78	Clip Backfold (Binder Clip) 25mm or 1 1/4"	18	box	P _____	P _____
Item 79	Clip Backfold (Binder Clip) 32mm or 1 1/2"	14	box	P _____	P _____
Item 80	Clip Backfold (Binder Clip) 15mm or 3/4"	4	box	P _____	P _____
Item 81	Clip Backfold (Binder Clip) 50mm or 2"	10	box	P _____	P _____
Item 82	Staple Wire #35 (50/50R)	10	box	P _____	P _____
Item 83	Paste with spatula,200 grams	2	bottle	P _____	P _____
Item 84	Glue (All Purpose 240g)	17	bottle	P _____	P _____
Item 85	Glue Stick Paste	14	pc	P _____	P _____
Item 86	Glue Stick,for glue gun,7mm	24	pc	P _____	P _____
Item 87	Rubber Eraser	8	pc	P _____	P _____
Item 88	Customized Binder/Ring Binder Legal size (Royal Blue) w/ DPWH Logo	350	pc	P _____	P _____
Item 89	Customized Binder/ Ring Binder A3 size( Landscape, Royal Blue)	10	pc	P _____	P _____
Item 90	Correction Tape Retractable (6m)	12	doz	P _____	P _____
Item 91	Sticky note Pad,3x3 inch(4pads/pack)	4	pack	P _____	P _____
		<b>SUB-TOTAL (PAGE 3)</b>			

Item 92	Sticky Note"Sign Here"	10	pack	P _____	P _____
Item 93	Stamping Pad,Violet; Medium Size	10	pc	P _____	P _____
Item 94	Broom (Soft); <b>matrl: LANOT</b>	12	pc	P _____	P _____
Item 95	Broom w/Long Handle (Ting-Ting)	10	pc	P _____	P _____
Item 96	Dis-infectant Solution (500ml)	12	bottle	P _____	P _____
Item 97	Insect Spray (500ml) Odorless	14	bottle	P _____	P _____
Item 98	Toilet Bowl Cleaner (900ml)	22	bottle	P _____	P _____
Item 99	Glass Cleaner (500ml)	12	bottle	P _____	P _____
Item 100	Refill, Glass Cleaner (500ml)	15	bottle	P _____	P _____
Item 101	Trash Liner/bag <b>(Large; for big trash bin)</b> 100 pcs/roll	20	roll	P _____	P _____
Item 102	Trash Liner/bag (Small) 100 pcs/roll	10	roll	P _____	P _____
Item 103	Floor Mop w/ Head	6	pc	P _____	P _____
Item 104	Toilet Deodorizer w/Holder (Big)	5	pc	P _____	P _____
Item 105	Muriatic Acid	2	gal.	P _____	P _____
	X-X-X-X-X-X-X-X				
		<b>SUB-TOTAL (PAGE 4)</b>			
		<b>SUB-TOTAL (PAGE 3)</b>			
		<b>SUB-TOTAL (PAGE 2)</b>			
		<b>SUB-TOTAL (PAGE 1)</b>			
	<b>Note:</b> All items must be of good quality and must conform to the standard specifications as to prescriptions indicated; and must delivered right on time.				
	<b>Purpose:</b> For use in the QAS, PDS, Administrative, Finance, Maintenance, Construction Sections, Procurement Unit and DE's Office.				
		<b>GRAND TOTAL AMOUNT (Php)</b>			
	<b>Please specify total amount in words (Php)</b>				
<b>Please specify brand names &amp; model, if applicable.</b>					
<b>Brand and Model :</b> _____			<b>Warranty:</b> _____		
<b>Delivery Period :</b> _____			<b>Price Validity:</b> _____		
<b>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.</b>					
<a href="mailto:davad.renee@dpwh.gov.ph">davad.renee@dpwh.gov.ph</a>			<b>Printed Name/Signature/Date</b>		
			<b>Tel No./Cellphone No./E-mail Address:</b>		