

Post



Republic of the Philippines

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
LEYTE 4TH DISTRICT ENGINEERING OFFICE
Ormoc City, Region VIII



BAGONG PILIPINAS

Name of Procuring Entity :	DPWH 4TH DEO	Request for Quotation (P. R. No.):	2025-03-025
Revised on :		Date:	March 11, 2025
Standard Form/Title :	REQUEST FOR QUOTATION		
COMPANY NAME :	Office/End-User :		
ADDRESS :	GLENDA F. QUIÑONES		
TEL. NO. / FAX NO. :			

Please quote your lowest price or 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 MAR 21, 2025, 9:00 a.m. in the return envelope attached herewith, to the Procurement Office, DPWH, 4TH DEO, Ormoc City, Leyte.

TERMS AND CONDITIONS :

- All entries must be typewritten or legibly written.
- All pages must be duly signed.
- Delivery period within 20 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 for a minimum for non-delivery without valid reason.
- 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.
- Price validity shall be for a period of sixty (60) calendar days.
- G-EPS Registration Number, Mayor's Permit/Business Permit, ITR & Omnibus shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product if applicable.
- Quotations to be submitted by Lot
- Please indicate the brand for each item being offered.
- Eco -friendly supplies/equipment
- The approved budget ceiling for this procurement is **P764,188.00**
- Quotations submitted thru mail & Fax will not be accepted.

(
JOEL V. PEREZ
BAC Chairman
Engineer III

Item No.	ITEM / DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Various Pen					
001-009	Black Ballpen 0.5mm (Ballpoint , translucent barrel, 0.5mm, 12pcs	20	Box		
001-010	Blue Ballpen 0.5mm (Ballpoint , translucent barrel, 0.5mm, 12pcs/	6	Box		
001-209	Colored Pencils (12 colors)	14	Box		
001-063	Pencil No. 2, Shade: Medium, Lead Hardness: 2, Outer Color: Ye	15	Box		
	Eraser Quality: Non-smudge, Latex free (12pc/box)				
001-002	Sign Pen Black (Gel Ink Rolling Ballpen, Retractable, Ultra Fine	25	Box		
	Point 0.5mm 12pcs/box)				
001-256	Sign Pen Blue (Gel Ink Rolling Ballpen, Retractable, Ultra Fine	10	Box		
	Point 0.5mm 12pcs/box)				
001-088	Sign Pen (Hi-Techpoint, Rollerball Point, Rubber Grip, 1mm,	40	Box		
	Black, 12pcs/box)				
001-091	Sign Pen (Hi-Techpoint, Rollerball Point, Rubber Grip, 1mm,	10	Box		
	Blue, 12pcs/box)				
001-208	Tech Pen 0.3	6	Piece		
001-008	Tech Pen 0.5	5	Piece		
001-270	Tech Pen 0.8	5	Piece		
001-101	Tech Pen 1	5	Piece		
001-102	Tech Pen Ink	5	Pack		
Various Marker					
001-047	Flourescent Marker Astd. Color (3 pcs/set)	35	Pack		
001-255	Marker (Permanent, Fine, black, quick dry, certified non-toxic)	45	Piece		
001-012	Marker (Permanent, Fine, blue, quick dry, certified non-toxic)	21	Piece		
001-164	White Board Marker (Broad tip size, Low Odor Xylene-free, black)	50	Piece		
001-104	White Board Marker (Broad tip size, Low Odor Xylene-free, blue)	30	Piece		
001-111	White Board Marker Ink Black Refill (30ml)	7	Piece		
Various Paper					
001-066	Glossy Photopaper A4 (100Pcs/Pack)	50	Pack		
001-055	Laminating Paper A4 (100's/pack)	10	Pack		
001-202	Premium Matte "Mylar" Film (Thickness: 100 microns, Width:	30	Piece		

610mm, Length: 20 meters, Core Size: 2")				
001-015	Paper Multicopy (80gsm, 297mmx420mm, Size: A3, 500 sheets/Ream)	140	Ream	
001-016	Paper Multicopy (80gsm, 210mmx297mm, Size: A4, 500 sheets/F)	160	Ream	
001-017	Paper Multicopy (80gsm, 216mmx330mm, Size: Legal, 500 sheet)	120	Ream	
001-120	Sticker Paper, A4 (210mmx29mm)(80 gsm), Satin (100pcs/pack)	36	Pack	
001-099	Vellum Paper Long (10pcs/pack)	25	Pack	
001-121	Sticky Notes 1" (5 piece/pack)	65	Pack	
001-137	Sticky Notes 3"X3" (100 Sheets/pack)	55	Pack	
Various Folder, Holder and Envelopes				
001-166	Brown Folder Legal (100pcs/pack)	20	Pack	
001-085	Expandable Folder Legal	10	Piece	
001-013	White Folder Legal (50pcs/pack)	19	Pack	
001-187	Data File Holder (Double Horizontal)	75	Piece	
001-045	Data File Holder Long (Single Horizontal)	85	Piece	
001-018	Brown Envelope Legal (500/pack)	25	Pack	
001-220	Expanded Brown Envelope Legal (100ps/box)	20	Box	
Various Office Logbooks				
001-142	Engineer's field book/ Level Book	60	Booklet	
001-107	Record/Log Book 300pp	25	Booklet	
001-106	Record/Log Book 500pp	45	Booklet	
Various Tapes				
001-029	Double Sided (1") Tape Without Foam	40	Roll	
001-032	Duct Tape 24" (cri-backed pressure-sensitive tap, often coated w	9	Roll	
001-092	Tape Masking 24mm	17	Roll	
001-093	Tape Masking 48mm	43	Roll	
001-201	Tape Dispenser, 1", Medium, Heavy Duty	10	Roll	
001-095	Tape Transparent (24mmx30mm)	30	Roll	
001-097	Tape Transparent (48mm)	40	Roll	
Various Office Tools				
001-149	Calculator (MX-12B, 12 Digits, Solar Cell Battery)	21	Piece	
001-025	Clip Backfold 19mm (12pcs/box)	100	Box	
001-026	Clip Backfold 25mm (12pcs/box)	60	Box	
001-027	Clip Backfold 32mm (12pcs/box)	70	Box	
001-150	Clip Backfold 48mm (12pcs/box)	77	Box	
001-028	Clip Backfold 50mm (12pcs/box)	90	Box	
001-031	Correction Tape	100	Piece	
001-195	Cutter Blade(18mm)	30	Pack	
001-194	Cutter(18mm)	27	Piece	
001-046	Fastener Metal Paper 70mm (50 set/box)	79	Box	
001-197	Glue All Purpose (130 grams)	40	Piece	
001-151	Glue Gun (Heavy Duty)	2	Piece	
001-058	Mega Box (155liters)	75	Piece	
001-060	Paper clip vinyl/plastic coat length: 32mm (100pcs/box)	85	Box	
001-061	Paper clip vinyl/plastic coat length: 48mm (100pcs/box)	135	Box	
001-152	Puncher (Heavy Duty)	10	Piece	
001-133	Push Pin (50pcs/pack)	6	Pack	
001-161	PVC Binding Cover A4 (0.3mm) Transparent (100 pcs/pack)	10	Pack	
001-171	Ring Binder 1 inch	10	Piece	
001-172	Ring Binder 1/2	60	Piece	
001-174	Ring Binder 14mm	10	Piece	
001-175	Ring Binder 19mm 3 length	10	Piece	
001-176	Ring Binder 5/8	10	Piece	
001-177	Ring Binder 8mm 1 1/8	10	Piece	
	Ring Binding Equipment Heavy Duty	1	Piece	
001-040	Rubber Band No. 18, 445grams/box	13	Box	
001-040	Rubber Eraser (24 pcs/box)	15	Box	
001-178	Ruler 12" (Plastic)	18	Piece	
001-181	Ruler 12" (Stainless)	45	Piece	
001-200	Scissors (Ergonomic Handle, Stainless Steel, 7 1/2 inches)	30	Piece	
001-182	Sharpener Heavy Duty, Mechanical	8	Piece	
001-053	Sharpener Single Cutterhead	4	Piece	
001-223	Sign Here Stickers	61	Pack	
001-119	Stamp Pad, No. 2 (6cmx10cm)	24	Piece	
001-183	Stamp (PAID)	3	Piece	

001-086	Stam Pad Ink Refill Black	11	Bottle	
001-185	Stam Pad Ink Refill Blue	9	Bottle	
001-192	Stam Pad Ink Refill Violet	5	Bottle	
001-274	Staple wire, #35 (100pcs./box)	101	Box	
001-198	Stapler Heavy Duty with Remover	19	Piece	
001-079	White Board with Aluminum Frame, with Safety PVC corner cap (	11	Piece	
001-100	White Board Eraser	16	Piece	
	NOTHING FOLLOWS.....			
	Grand Total			

For the procurement of Various Office Supplies for the 1st Quarter for use in DPWH Leyte 4th DEO.

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 price 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.

Tel No.: (053) 255-8683 c/o Vanilyn C. Catampatan/ Ray Debhosaur E. Porcadilla	Printed Name / Signature / Date Tel. No. / Cellphone No. / E.mail Address
---	--