



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ROMBLON DISTRICT ENGINEERING OFFICE
Odiongan, Romblon, MIMAROPA Region (IV-B)



Name of Procuring Entity	: DPWH-RDEO	Request for Quotation (P.R. No.):	RFQ2025-05-035
Revised on	:	Date:	MAY 30 2025
Standard Form/Title:	: REQUEST FOR QUOTATION	Office/End-User/s:	ADMINISTRATIVE SECTION AND PROPERTY AND SUPPLY UNIT
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 A.M.** of **JUN 05 2025** in the return envelope attached herewith, to the BAC Secretariat for Goods.

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 10 days upon receipt of the approved funded Purchase Order (PO). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed of 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 one hundred twenty (120) calendar days.
5. PhilGEPS Registration Certificate/Mayor's Permit/DTI, Tax Clearance, and Omnibus Sworn Statement 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 **₱277,494.40**.
9. Place of Delivery: **PROPERTY AND SUPPLY UNIT**.

ELMER M. TOLENTINO
Engineer III *Em*
Chief, Construction Section
BAC Chairperson for GOODS

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Office Supplies for the Administrative Section and Property and Supply Unit, Odiongan, Romblon				
1	Arch File with Logo (A4)	150	pcs		
2	Arch File with Logo (legal))	150	pcs		
3	Ballpen, Black 0.5 (Pilot Equivalent)	200	pcs		
4	Battery, dry cell, AAA, 2 pieces per blister pack	24	pack		
5	Battery, dry cell, AA, 2 pieces per blister pack	24	pack		
6	Bond Paper. Subs .20 A4 (70gsm)	90	ream		
7	Bond Paper. Subs .20 Legal (70gsm)	45	ream		
8	Envelope, Documentary, Legal (BROWN ENVELOPE)	51	pcs		
9	Envelope, Documentary, Short (BROWN ENVELOPE)	25	pcs		
10	Envelope, Expanding, Kraft Board for Legal	110	pcs		
11	Fastener, Plastic Regular size, heavy duty	10	box		
12	Folder Pressboard, Expanded Legal	12	pcs		
13	Folder Pressboard, with metal tab, expanded Legal	12	pcs		
14	Folder, tagboard white (Legal), good quality	330	pcs		
15	Glue, Tube (250G/big)	5	tube		

16	Marker, Permanent, Fine, BLACK	12	pcs		
17	Pencil No. 2	24	pcs		
18	Pencil Sharpener, manual single cutter head	5	pcs		
19	Photo Paper A4 (20 sheets)	10	pack		
20	Puncher, paper, heavy duty with two hole guide	5	pcs		
21	Record Book, 500 pages	6	pcs		
22	Sign Pen, (0.5) Eco-friendly	100	roll		
23	Sign Pen, (0.7) Eco-friendly	100	roll		
24	Staple wire remover, Plier type	4	pcs		
25	Staple Wire Standard (26/6) No. 35	20	box		
26	Stapler, with remover, heavy duty No. 35 (Joy Equivalent)	4	pcs		
27	Sticky Note Pad, 76mm x 76mm (3" x 3")	26	pad		
28	Switch SF95-8 ports	1	unit		
29	Tape, Masking, width: 48mm (2")	25	roll		
30	Tape, Packaging, width: 48mm (2")	25	roll		
31	Tape, Transparent 1"	18	pcs		
32	Tape, Transparent, width: 48mm (2")	25	roll		
33	Metal Square Backdrop Stand Frame 3 x 3m	1	pc		
34	Electric Balloon Pump (Heavy Duty)	1	unit		
35	Cutting Mats (A4)	2	pcs		
36	Cutter (Heavy Duty)	3	pcs		
37	Cutter Blade (10 pcs/box)	2	box		
38	Glue Gun	2	pcs		
39	Stick Glue	50	pcs		
40	Balloon Sizer Box, 11 Holes	2	pcs		

TOTAL

Purpose:	For use in admin section and supply unit for preparation of various documents.
Note:	Please avoid erasures on your price quotation. Any alteration shall not be considered and ground for disqualification.

Brand and Model: _____	Warranty: _____
Delivery Period: _____	Price Validity: _____
<p>After having carefully read and accepted your General Conditions, I/We quote you on the item (s) as 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>	
<p>Tel. No. (042) 567 - 5007</p> <p>Email Address: alag.celestial@dpwh.gov.ph</p>	<p>Printed Name/Signature/Date _____</p> <p>Tel. No./Cellphone No./E-mail Address _____</p>