



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



BAGONG PILIPINAS

Name of Procuring Entity	: DPWH-RDEO	Request for Quotation (P.R. No.)	: RFQ2025-07-041
Revised on	:	Date:	15-Jul-25
Standard Form/Title:	: REQUEST FOR QUOTATION	Office/End-User/s:	COA OFFICE
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 JULY 21, 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 **₱295,508.49**.
9. Place of Delivery: **PROPERTY AND SUPPLY UNIT.**

**WINONA F. FADEROGAYA**

Engineer III

Chief, Maintenance Section  
BAC Vice Chairperson for GOODS

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Office and Janitorial Supplies, Office Equipment, and Office Furniture for the COA Office, Odiongan, Romblon				
	<b>Office Supplies and Janitorial Supplies</b>				
1	Air Freshener, Spray 320ml	4	pc		
2	Alcohol, Isopropyl, 68%-72%, scented, 500ml (w/ moisturizer)	20	bottle		
3	Ballpen, Red (0.5) good quality	30	pc		
4	Battery LR44 (good quality)	10	pc		
5	Bond Paper, subs.20 A3 (70gsm)	30	ream		
6	Bond Paper, subs.20 A4 (70gsm)	150	ream		
7	Bond Paper, subs.20 Legal (70gsm)	20	ream		
8	Correction Tape	10	pc		
9	EGO-File, Double	30	pc		
10	Envelope, Documentary, Short (BROWN ENVELOPE)	100	pc		
11	Dishwashing Liquid (Joy equivalent) 250ml	10	bottle		
12	Doormat (Cloth)	20	pc		
13	Tissue, interfolded paper towel (Facial)	500	pack		
14	Garbage Bag (Large)	10	roll		
15	Highlighter, Yellow	5	pc		
16	Ink, Epson 008 BLACK (original)	5	bottle		
17	Ink, Epson 008 CYAN (original)	5	bottle		



18	Ink, Epson 008 MAGENTA (original)	5	bottle
19	Ink, Epson 008 YELLOW (original)	5	bottle
20	Mosquito Repellant (Baygon equivalent) 500ml	2	pc
21	Pencil No. 2, good quality	36	pc
22	Sack, new (BIG)	200	pc
23	Pencil Sharpener, manual single cutter head	2	pc
24	Sign Pen BLUE (0.5)	30	pc
25	Specialty Paper, A4 (180gsm, 10sheets/pack)	3	pack
26	Stamp Pad Ink, purple or violet, 30ml	2	bottle
27	Sticky Note, 76mm x 76mm (3" x 3") (D3-5 Stationary) (100 sheets per pad)	30	pad
28	Toilet Tissue Paper, 2-ply, 100% recycled	400	roll
29	Tying Straw (Plastic Twine)	2	kg
30	UBS WiFi Adapter, Speeds up to 400 Mbps (2.4GHz) or 867 Mbps (5GHz)	3	pc
31	Stamp, Certified True Copy	1	pc
32	Detergent Powder, Twin-Pack	24	pack
33	Fabric Conditioner	24	pack
34	Toilet Brush	1	pc
35	Window Glass Cleaner (500ml)	2	bottle
36	Mop, Tornado with Spin-Dry Mop Bucket Set	1	pc
37	Battery, AA	10	pc
38	Battery, AAA	10	pc
39	Mouse, Wireless	3	pc
40	Facemask, disposable, 10 pcs/pack, White, 3D/N94	50	pack
41	Cord, Extension, 3-gang with 3-USB Port	3	unit
42	Maintenance Box, L15150 (C9345)	3	pc
43	Documentary Tray, Three Layer, Metal	1	pc
44	USB-C 7-in-1 Multifunction Adapter	1	pc
45	Specialty/Board Paper, A4 (200gsm, 100 sheets/ream)	1	ream
<b>OFFICE EQUIPMENT</b>			
46	Air Dehumidifier	2	unit
47	Electric Stove, Double Burner	1	unit
48	Paper Shredder (Aurora/equivalent)	1	unit
<b>FURNITURES &amp; FIXTURES</b>			
49	Jr. Executive Chair	1	unit

**TOTAL**

Purpose: For Use in COA Office.

**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: \_\_\_\_\_

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.

Tel. No. (042) 567 - 5007

Email Address: [alag.celestial@dpwh.gov.ph](mailto:alag.celestial@dpwh.gov.ph)

Printed Name/Signature/Date

Tel. No./Cellphone No./E-mail Address