

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**

Regional Office No. IV-A  
Cavite 1st District Engineering Office  
Trece Martires City

Name of Procuring Entity	: <b>DPWH-Cavite 1 DEO</b>	Purchase Request (P.R. No.)	: 24-12-209
Revised on:		Date	: December 09, 2024
Standard Form/Title	: <b>REQUEST FOR QUOTATION</b>	Office/End-User	: Planning & Design Section
COMPANY NAME	:		
ADDRESS	:		
TEL. NO./FAX No.	:	TIN No.	

Please quote you lowest price on the item(s) listed below, subject to the Terms and Conditions stated below and submit a physical copy of your quotation duly signed by your representative not later than **10:30 AM** of **December 17, 2024**, to the BAC Secretariat for Goods, DPWH-Cavite I District Engineering Office, Trece Martires City.

**TERMS and CONDITIONS**

1. All entries must be typewritten or legibly written. Incomplete entries will not be accepted.
2. Delivery period within **Fourteen (14)** W.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; one year for Equipment 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, ITR 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 of each item being offered.
8. The approved budget ceiling for this procurement is **P 353,090.00**

**ADONIS B. ANGELIA**  
Officer-In-Charge  
Office of the Assistant Engineer  
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Arch file, A4, Top Mech, 2" Thick	100	pc.		
2	Binder clips (3/4")	100	box		
3	Binder clips (1")	110	box		
4	Copy Paper, 80gsm, A4	200	ream		
5	Copy Paper, 80gsm, Legal	20	ream		
6	Copy Paper, 80gsm, A3	100	ream		
7	Brown Envelope, A4	150	pc.		
8	Brown Envelope, Kraft Expandable	150	pc.		
9	Brown Envelope, Legal	150	pc.		
10	Correction Tape 5mmx10m	50	pcs		
11	Sign Pen, gel-type, Black .5	100	pc.		
12	Sign Pen, gel-type, Blue .5	100	pc.		
13	Highlighter, assorted color	25	pcs		
14	Colored Pencil, 12's, long body	25	box		
15	Technical Pen, disposable .7	100	pcs		
16	Double Sided Tape, 24mm	100	roll		
17	Document Rubber Band, Flat 350gms, Large	50	box		
18	Masking Tape, 24mmx22m, big core	50	roll		
19	Masking Tape, 48mmx22m, big core	50	roll		
20	Paper Clip 33mm	50	box		
21	Paper Clip 50mm	50	box		
22	Permanent DVD Marker (Black), fine point, can write legibly on mylar paper	50	pc.		
23	Photo Paper (Glossy), 20pcs per pack, min. of 200gsm	50	pack		
24	Plastic Sticky ear tag (at least 5 colors per pack)	25	pack		
25	Record book (500 pages)	10	pcs		
26	Staple Wire, standard 26/6 (~5,000pcs/box)	50	box		
27	Sticky Note 3"x3"	50	pad		
28	Transparent Tape, 24mm	50	roll		
29	Transparent Tape, 48mm	50	roll		
30	White Folder, A4	100	pcs		
31	White Folder, legal	100	pcs		

32	Alcohol, 70% isopropyl, 1 gal/bottle	10	bottle		
33	Tissue toilet paper, 2-ply, 12 per pack (min.), 150 pulls	50	pack		
34	Interfolded Paper Tissue Towel, 175 sheets	100	pack		
	Processing of Office Supplies for the Preliminary Engineering/ Detailed Engineering (PE/DE) of various projects implemented by DPWH Cavite 1st District Engineering Office, Trece Martires City				

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

*After having carefully read and accepted your General Conditions, I/ We quote you on the items (s) at prices not above.*

Tel. No. (046)4045474  
c/o ADONIS B. ANGELIA  
Officer-In-Charge  
Office of the Assistant District Engineer  
BAC Chairperson

\_\_\_\_\_  
Printed Name / Signature / Date

Proj. ID 24GDF0092

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