



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**ILOILO 2ND**  
**DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE VI  
Balabag, Dumangas, Iloilo

Name of Procuring Entity:	DPWH, Iloilo 2nd DEO	Request for Quotation (P.R. No.): 2025-06-0060
Revised on:		Date: 5/16/25
Standard Form/Title	Procurement of office supplies for use in the Planning and Design Section, DPWH, Iloilo 2nd DEO, Balabag, Dumangas, Iloilo	Office/End-User: Planning & Design Section

COMPANY NAME:

ADDRESS:

TEL. NO./FAX NO.:

TIN:

Please quote your lowest price on 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 May 26, 2025** in the return envelope attached herewith, to the Procurement Unit, DPWH, Iloilo 2nd DEO, Balabag, Dumangas, Iloilo.

**TERMS AND CONDITIONS:**

- All entries must be typewritten or legibly written.
- Delivery period within **30 CD** 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.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- G-EPIS Registration Certificate, Mayor's/Business Permit, DTI (Sole Proprietor)/SEC (Corporation/Inc.), Tax Clearance and Omnibus Sworn Statement with Secretary Cert. for Corporation and SPA for sole proprietor shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product.
- Please indicate the brand for each item being offered.
- The approved budget ceiling for this procurement is **P 141,891.00**

**JERMAIN CEM L. DEQUILLA**  
BAC Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen, Black 0.5	150	pc		
2	Permanent Marker, Black	12	pc		
3	Whiteboard Marker, Black	12	pc		
4	Permanent Marker Refill Ink, Black	3	pc		
5	Whiteboard Marker Refill Ink, Black	3	pc		
6	Binder Clip Small (12pc/box) 1 1/4 inches	20	box		
7	Binder Clip Big (12pc/box) 2 inches	20	box		
8	Book paper, Foolscap 8 x 13 in (203 x 330 mm)	30	ream		
9	Correction tape, 8m	30	pc		
10	Correction pen 8ml	30	pc		
11	Cutter	10	pc		
12	Drawing Pen Water Based Ink (0.3) Black	50	pc		
13	Drawing Pen Water Based Ink (0.5) Black	50	pc		
14	Expanding Envelope, Long	200	pc		
15	Folder, A4	400	pc		
16	Folder, long	400	pc		
17	Tape, Double Sided 1"	20	rolls		
18	Paper Clip (Big)	20	box		
19	Paper Clip (Small)	20	box		
20	Paper fastener (plastic, 50sets/box)	80	box		
21	Post-it note 3x3	50	pad		
22	2 Hole Puncher Heavy Duty (Paper Capacity: 250 sheet or more)	2	unit		
23	Scissor, big	10	pc		
24	Stick-on note (Sign Here)	200	roll		
25	Sign pen, (black) 0.5	100	pc		
26	Sign pen, (black) 0.4	100	pc		
27	Staple wire # 35	50	box		
28	Staple wire remover (plier type)	5	pc		
29	Spray Paint (White)	60	Bottles		
30	Spray Paint (Red)	60	Bottles		
31	Photopaper, A4 (10s)	50	Packs		
32	Sticker Paper, A4 (10s)	50	Packs		
33	Battery, dry cell AA, 4 pieces per blister pack	20	Packs		
34	Battery, dry cell AAA, 4 pieces per blister pack	20	Packs		
The awarding for this RFQ will be on the lump-sum basis. Prospective Suppliers must quote for all of the items. Otherwise they will be subject for disqualification.					
				Total-----	

Amount in Words:

Brand and Model : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_

Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

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.

Contact No. 09101444697/09770294669  
dpwh\_iloilo2ed@yahoo.com &  
dpwh.ilo2deo@gmail.com

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

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