Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE DISTRICT ENGINEER
TARLAC SECOND DISTRICT ENGINEERING OFFICE
Brgy. San Francisco Concepcion, Tarlac
Tel. No. (045) 934-5393

Name of Procuring Entity:	**DPWH-Tarlac 2nd DEO**	Request for Quotation (PR No.) :	**2024-12-0158**
Revised on:		Date :	**December 2,2024**
Standard Form/Title:	**REQUEST FOR QUOTATION**	Office/End-User:	**Administrative Section**

COMPANY NAME :

ADDRESS :

TEL.NO./FAX NO. : **TIN NO.**

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 **10:00AM of December 26, 2024** in the return envelope attached herewith, to the BAC Secretariat, DPWH-Tarlac 2nd DEO, Brgy. San Francisco Concepcion, Tarlac.

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written.
*2. Delivery period within **THIRTY (30) 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 imposed for non-delivery without valid reason,*
3. Warranty shall be for a minimum of three (3) months for supplies and materials; one (1) year for Equipment; three (3) years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of Sixty (60) calendar days.
5. PhilGEPS Registration Certificate/Mayor's Permit/DTI/Tax Clearance/ Certificate of Registration/Latest Income Tax Return/Bid Securing Declaration Duly Notarized 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 **P 424,275.00- Fund 101101***

TIRSO C. COLCOL
Vice - BAC Chairperson

ITEM NO.	ITEMS AND DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen, black, 0.5mm	120	piece		
2	Ballpen, blue	24	piece		
3	Battery, AA, heavy duty (4 pcs. per pack)	25	pack		
4	Battery, AAA, heavy duty (4 pcs. per pack)	20	pack		
5	Binder clip, 19mm	25	box		
6	Binder clip, 32mm	30	box		
7	Binder clip, 51mm	20	box		
8	Calculator, compact, electronic, 12-digit	15	piece		
9	Computer mouse, USB wired, optical	20	piece		
10	Copypaper, A3, Substance 24 (297x420mm)	100	ream		
11	Correction tape	60	piece		
12	Cutter, heavy duty, metal	15	piece		
13	Date stamp, 2025-2030, 4mm	15	piece		
14	Double-sided tape, foam, 1"	15	roll		
15	Double-sided paper tape, white 25mm x 5m	30	roll		
16	DVD, rewriteable	70	piece		
17	Envelope, mailing, long, 500pcs./box	4	box		
18	Expanding envelope, long (brown)	100	piece		
19	Expanding envelope, long, plastic	30	piece		
Note:	The awarding of this RFQ will be on a lump-sum basis.				
	Prospective Suppliers must quote for all of the items.				
	Otherwise they will be subjected for disqualification.				

Brand and Model: _____ Warranty : _____

Delivery Period: _____ Price Validity: _____

After having carefully read and accept your General Conditions, I / We quote you on the item(s) at prices noted 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.

c/o Engr. Erwin D. Salvador
Head, BAC Secretariat

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Printed Name / Signature / Date

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TIRSO C. COLCOL
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ITEM NO.	ITEMS AND DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
20	Expanding folder, long	50	piece		
21	External hard drive	5	piece		
	*original/high quality				
	*type: HDD				
	*capacity: 1 terabyte (1000 gb)				
22	Fastener, metal, 7cm x 5cm	70	box		
23	Fingertip Moistener, 10g	30	piece		
24	Flash drive, 8gb	30	piece		
25	Folder, A4	2,000	piece		
26	Folder, Legal	1,000	piece		
27	Glue, squeeze bottle, 240g	10	bottle		
28	Ink Cartridge, Black, LC 3619	12	cartridge		
29	Ink Cartridge, Yellow, LC 3619	10	cartridge		
30	Ink Cartridge, Magenta, LC 3619	10	cartridge		
31	Ink Cartridge, Cyan, LC 3619	10	cartridge		
32	Ink 001, Black	40	bottle		
33	Ink 003, Black	50	bottle		
34	Ink T664, Black	30	bottle		
35	Laminating film, A4, 250 microns	3	ream		
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TIRSO C. COLCOL
Vice - BAC Chairperson

ITEM NO.	ITEMS AND DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
36	Marker, permanent, bullet type, black	40	piece		
37	Marker, white board	120	piece		
38	Notepad (stick on), 3"X4"	70	pad		
39	Number band stamp, 8 numbers	10	piece		
40	Paper, carbon, 216mm X 330mm, blue, 100 sheets/pack	1	pack		
41	Paper clip, 50mm (large)	10	box		
42	Paper clip, 28-33mm (small)	10	box		
43	Paper, multicopy, legal, 80 gsm	25	ream		
44	Paper, multicopy, short, 80 gsm	100	ream		
45	Paper, neon green, 8.5x11, 80 gsm (for DoTS)	150	pack		
46	Pencil	120	piece		
47	Puncher	12	piece		
48	Record book, 300 pages	40	book		
49	Record book, 150 pages	10	book		
50	Rubber band, 350g, large	5	box		
51	Scissors, symmetrical, standard	20	piece		
52	Sign pen, black, 0.7mm	30	piece		
53	Sign pen, blue, 0.7mm	30	piece		
54	Stamp pad	10	piece		
55	Stamp pad ink, blue, 30ml	15	bottle		
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TIRSO C. COLCOL
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ITEM NO.	ITEMS AND DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
56	Staple wire, standard, 26/6 (no. 35),5000 wires per box	35	box		
57	Stapler with staple remover	25	piece		
58	Sticker paper, A4, matte, 10 sheets per pack	60	pack		
59	Sticky notes ("sign here")	60	pack		
60	Tape, transparent, 1" (25mm)	200	roll		
					- - - - - - - - - - - -
				Total Cost	
	***Note: Total Cost must be VAT Inclusive**				
Name of Project:					
	25GCK01 - Supply and Delivery of Various Office Supplies for use in the Operation of DPWH-Tarlac 2nd District Engineering Office, San Francisco, Concepcion, Tarlac.				
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