



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
LAGUNA 2ND DISTRICT ENGINEERING OFFICE
Los Baños, Laguna, Region IV-A



Name of Procuring Entity: DPWH-LAGUNA II DEO		Request for Quotation (PR No.) : 2024-03-016
Revised on:		Date: March 15, 2024
Standard Form/Title:	REQUEST FOR QUOTATION	Office/End-user: Administrative Section
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 **9:00 A.M.** of April **19, 2024** in the return envelope attached herewith.

TERMS AND CONDITIONS:

- All entries must be typewritten or legibly written.*
- Delivery period within **Forty (40)** calendar days upon receipt of the approved funded Purchase Order (P.O.) administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall imposed for non-delivery without valid reason.*
- 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.*
- Price validity shall be for a period of sixty (60) calendar days.*
- PhilGEPS Registration Certificate/Mayor's Permit/Tax Clearance/DTI/SEC** shall be attached upon submission of the quotation.*
- Bidders shall submit original brochures of the product.*
- Indicate the brand for each items being offered.*
- RFQ can be submitted in person or thru registered mails, facsimile or authorized email.*
- The approved budget ceiling for this procurement is **P 591,331.50***


DWIGHT JOHN B. ASTOM
BAC Chairperson

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
0364	Sign Pen (0.5mm ball, Black)	250	pcs		
0365	Sign Pen (0.5mm ball, Blue)	450	pcs		
1305	Ball Pen, red	200	pcs		
1856	Stamp Pad Ink (Red)	25	bottle		
0657	Stamp Pad Ink (Blue)	25	bottle		
0676	Philippine National Flag (2x4 ft.)	5	pcs		
1522	External Drive (4TB)	20	Unit		
1391	Flash Drive (64 gb)	100	Unit		
0211	Binding and punching machine	2	Unit		
1859	Clip backfold (25mm) (12pcs/box)	200	boxes		
1860	Clip blackfold (32mm) (12pcs/box)	200	boxes		
1861	Clip blackfold (50mm) (12pcs/box)	200	boxes		
0647	Correction tape (5mmx12m)	250	pcs		
0645	Envelope Documentary (Legal Size)	250	pcs		
0641	Pencil with eraser	200	pcs		
1862	Mechanical Manual Pencil Sharpener	50	pcs		
0307	Paper Multi Copy (Legal size 80gsm)	50	ream		
0137	Sticker paper (100 pcs/pack)	100	pack		
1304	Double sided tape (1/2inch)	200	roll		
0707	Photo paper (10pcs/pack)	50	pack		
0412	Vellum board paper (10pcs/pack)	50	pack		
0720	colored paper multi-purpose paper (lagoon color) A4 size 80 gsm 25 sheets	150	pack		
1858	Digital Wall Clock	5	Unit		
0667	Masking Tape (1 inch)	100	roll		



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0650	Sticky Notes (3x4 inches)	200	pcs		
	AMOUNT IN WORDS:			Total Amount	

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Purpose: **Furnishing and delivery of various Office supplies for 2nd quarter to be used at DPWH Laguna 2nd District Engineering Office Brgy. Bambang, Los Baños, Laguna**

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.

Tel No & Telefax No. : (049) 310-9466

Printed Name/ Signature/ Date

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



Website: www.dpwh.gov.ph
Tel. No(s): (049) 310 9466

