



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ISABELA 2nd DISTRICT ENGINEERING OFFICE
Roxas, Isabela

Name of Procuring Entity	: DPWH-ISDEO	Purchase for Quotation (P.R. No.):	2024-12-0113
Revised on	:	Date:	December 06, 2024
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End-User:	DPWH-ISDEO
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 **December 12, 2024** in the return envelope attached herewith, to the Goods & Services Division, Procurement Services DPWH-Isabela 2nd District Engineering Office, Roxas, Isabela

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within **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 & materials; one year for Equipment; 1 year 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/ Mayor's Permit and DTI Registration/Sec. Registration and Omnibus Sworn Statement (for 50k and above only) for Small Value Procurement shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each items being offered *(if applicable)*
8. The approved budget ceiling for this procurement is **PHP 255,070.00**

ROLLY M. CABAUTAN
Chief, Quality Assurance Section
BAC Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	A4 Sticker Matte	50	pack		
2	AA Battery, rechargeable(31cmx23.5cm)	10	pack		
3	AAA Battery, rechargeable(31cmx23.5cm)	10	pack		
4	Binder Paper Clip 25mm	20	box		
5	Binder Paper Clip 32mm	20	box		
6	Carbon Paper	10	pack		
7	CD Envelope (50pcs/pack)	2	pack		
8	CD Rewriteable Discs	100	piece		
9	Certificate Holder (A4)	20	piece		
10	Certified True/Xerox Copy Stamp	2	pack		
11	Colored Paper (light Green)	10	reams		
12	Continuous paper (carbonized)	10	box		
13	CORRECTION TAPE	25	piece		
14	Cutter Knife (Heavy Duty)	10	piece		
15	Double Sided Tape (1")	20	roll		
16	Double Sided Tape (2")	20	roll		
17	Double-sided foam tape 1"	20	roll		
18	Eco friendly Ballpen 12pcs/box	15	box		
19	Envelope , documentary, legal size	100	piece		
20	Envelope , Expanded, Legal	50	piece		
21	FOLDER, expanded ,white, for legal size papers/100/box	5	box		



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Chief, Quality Assurance Section
BAC Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
22	FOLDER ,file,tagboard /carrier board, legal size 100/box	5	box		
23	FOLDER,file,tagboard equivalent,for A4 size; 100/box	5	box		
24	Heavy Duty Calculator	15	piece		
25	Heavy Duty Puncher	5	piece		
26	Ink Epson L15160, Black, 008	5	bottle		
27	Ink Epson L15160, Cyan, 008	3	bottle		
28	Ink Epson L15160, Magenta, 008	3	bottle		
29	Ink Epson L15160, Yellow, 008	3	bottle		
30	Ink Epson L6290, Black, 001	20	bottle		
31	Ink Epson L6290, Cyan, 001	10	bottle		
32	Ink Epson L6290, Magenta, 001	10	bottle		
33	Ink Epson L6290, Yellow, 001	10	bottle		
34	Ink Epson L5190, Black, 003	5	bottle		
35	Ink Epson L5190, Cyan, 003	3	bottle		
36	Ink Epson L5190, Magenta, 003	3	bottle		
37	Ink Epson L5190, Yellow, 003	3	bottle		
38	Laminating Film (10 mil)	10	pack		
39	MAILING ENVELOPE , white	1	box		
40	MARKING PEN , permanent (Black)	10	box		
41	MARKING PEN , for whiteboard, black	5	box		
42	Metal Tray Desk Organizer	20	piece		



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ROLLY M. CABAUTAN
Chief, Quality Assurance Section
BAO Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
43	Money Counter Machine	1	piece		
44	PENCIL , lead, w/eraser, One (1) dozen per box	10	box		
45	Push pin 40pcs/box	10	box		
46	SCISSORS, 158mm min. length	15	pair		
47	Self-Adhesive Transparent Film	20	pack		
48	Self-Inking Date Stamps	5	piece		
49	SIGN PEN black , liquid ink gel, 0.3mm needle tip	20	box		
50	SIGN PEN black , liquid ink gel, 0.4mm needle tip	20	box		
51	SIGN PEN black , liquid ink gel, 0.7mm needle tip	20	box		
52	Specialty Paper Worx (100 Sheets)	10	ream		
53	Stamp Pad, Black	5	piece		
54	Stamp Pad, felt pad, Violet, big	10	piece		
55	STAPLE WIRE standard #35, 5000s/box	20	boxes		
56	Stapler with staple remover, big, heavy duty	10	piece		
57	Sticky NOTEPAD , 75MM X 100MM,3"X4"	25	Pad		
58	Tape Dispenser , 1 inch size	5	piece		
59	Tape Dispenser , 2 inches size	5	piece		
60	TAPE , masking , 24mm(1") width,usable length of 50m.	24	roll		
61	TAPE , packaging, 2" width	24	roll		
62	Tape , Transparent, 1 inch size	24	piece		
63	TAPE , transparent,48mm(2") width,usable length of 50m.	24	roll		



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ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
64	Thermal Bookbinding Machine	1	piece		
65	Post it, sticky note sign here (0.5" x 1.7")	25	pack		
66	Mouse pad with wrist rest	10	piece		
67	Wireless Mouse	4	piece		
68	Keyboard	4	piece		
69	Solid State Drive (SSD) 1TB	2	piece		
70	AA/AAA Rechargeable Battery Charger	5	piece		
	Purpose: Purchase and Delivery of Various Office Supplies for Use in the Operation of the Administrative Section, DPWH-ISDEO, San Antonio, Roxas, Isabela				
	Note: Delivery is at the Office of the Supply Officer				
	Inclusive of Withholding Tax, VAT and Labor Cost				
	The awarding of this RFQ will be on a package basis.				
	Prospective Suppliers must quote for all items, otherwise they will be subjected for disqualification.				
				TOTAL Php	

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) 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.

Printed Name/Signature/Date

Tel. No. CP No. & E-mail Address