



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.) : 2024-11-0101

Revised on:

Date : November 28, 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 04, 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; one (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 **Php57,718.00**

**ROLLY M. CABAUTAN**  
Chief, Quality Assurance Section  
BAC Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Air Freshener	10	can		
2	ALCOHOL, Ethyl, 500ml	20	bottle		
3	Correction Tape	5	pcs		
4	White board marker refillable	1	box		
5	Marker, permanent, felt tip, bullet type, black	6	pcs		
6	PENCIL, lead, w/eraser	1	box		
7	Folder slide, legal	3	bundle		
8	Folder slide, letter	2	bundle		
9	PAPER, MULTICOPY, 80gsm (-3%), A4, 210mm x 297mm	50	ream		
10	PAPER, MULTICOPY, 80gsm (-3%), Legal, 216mm x 330mm	50	ream		
11	Hard Copy Short Bond Paper Letter Size 70gsm 500 pcs per ream	50	ream		
12	Post it, sticky note sign here (0.5" x 1.7")	20	pad		
13	Note pad, stick on, 76mm x 100mm (3" x 4")	10	pad		
14	Signing pen, Hi-Tecpiont V7 (black)	1	box		
15	Signing pen, Hi-Tecpiont V7 (red)	1	box		
16	Signing pen, Hi-Tecpiont V7 (blue)	1	box		
17	Expanded Envelope with garter (long) sold by 5 pcs andrea (royal blue/brown)	300	pcs		
	Purpose: Purchase & Delivery of various Office Supplies for use				
	in the Operation of the Commission on Audit,				
	DPWH-ISDEO, 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.				
				<b>TOTAL P</b>	

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