



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ROMBLON DISTRICT ENGINEERING OFFICE
Odiongan, Romblon, MIMAROPA Region (IV-B)



Name of Procuring Entity	: DPWH-Odiongan, Romblon	Request for Quotation	: 2024-01-001
Revised on	:	Date	: JAN 10 2024
Standard Form/Title:	: REQUEST FOR QUOTATION	Office/End-User	: QUALITY ASSURANCE SECTION
Company Name	:		
Address	:		
Tel. No./FAX 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 **10:00 A.M.** of ~~FEB 06 2024~~ in the return envelope attached herewith to the BAC Secretariat for Goods.

TERMS AND CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within 10 WD upon receipt of the approved funded Purchase Order (PO).
- Warranty shall be for a minimum of three (3) months for supplies & materials, one year for equipment from date of acceptance by the end-user.
- Price validity shall be for a period of one hundred twenty (120) calendar days.
- G-EPS Registration Certificate shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product, if applicable.
- Please indicate the brand for each items being offered.**
- The approved budget ceiling for this procurement is **P511,835.77.**
- Place of Delivery is **SUPPLY OFFICE.**


WINONA F. FADEROGAYA
Engineer III
Chief, Maintenance Section
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Office Equipment Supplies and Consumables for the Use of Quality Assurance Section, Odiongan, Romblon				
1	Arch File with DPWH Logo (A4)	150	pc		
2	Battery, Dry Cell, AA, 2 pieces per blister pack	15	pack		
3	Battery, Dry Cell, AAA, 2 pieces per blister pack	15	pack		
4	Bond Paper (A4), Substance 20	400	ream		
5	Binder Clip (Medium/1.5")	24	box		
6	Binder Clip (Large/2")	24	box		
7	Envelope, Documentary, A4 (Brown Envelope)	100	pc		
8	Envelope, Expanding, Kraft Board for Legal	100	pc		
9	Fastener, Plastic Regular Size, Heavy Duty	12	box		
10	Filled Book, Good Quality	30	pc		
11	Folder, Expanded (Long), Green, Good Quality	200	pc		
12	Paper Clip, Vinyl/Plastic Coated, Length: 48mm	30	box		
13	Paper Clip, Vinyl/Plastic Coated, Length: 50mm	30	box		
14	Paper Towel, Tissue	120	pack		
15	Photo Paper, A4 (20 Sheets), Glossy	200	pack		
16	Pencil No. 2 (Good Quality)	120	pc		
17	Book, Record, 500 pages, size: 214mm x 278 mm	30	pc		
18	Sign Pen, 0.7mm, Blue	50	pc		

19	Sign Pen, 0.7mm, Black	50	pc		
20	Tape, Packaging, width: 48mm (2")	8	roll		
21	Tape, Transparent, width: 48mm (2")	8	roll		
22	Toner, Cartridge, Black, CE285A	4	cart		
23	Maintenance Box, Epson L6190	4	pc		
24	Ink, Continuous-Epson L6190, No. 001, (Black)	20	bot		
25	Ink, Continuous-Epson L6190, No. 001, (Cyan)	10	bot		
26	Ink, Continuous-Epson L6190, No. 001, (Magenta)	10	bot		
27	Ink, Continuous-Epson L6190, No. 001, (Yellow)	10	bot		
28	Ink, Continuous-Epson, No. 008, (Black)	40	bot		
29	Ink, Continuous-Epson, No. 008, (Cyan)	10	bot		
30	Ink, Continuous-Epson, No. 008, (Magenta)	10	bot		
31	Ink, Continuous-Epson, No. 008, (Yellow)	10	bot		
32	Toner, MP 2014H	12	cart		
33	Flash Drive, 3.0 (USB 1TB)	24	pc		

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Purpose:	For Use in Quality assurance Section
Note:	<i>Please avoid erasures on your price quotation. Any alteration shall not be considered and ground for disqualification.</i>

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) as 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