



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

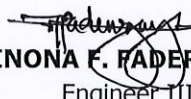


Name of Procuring Entity	: DPWH-Odiongan, Romblon	Request for Quotation	: 2024-01-003
Revised on	:	Date	: JAN 10 2024
Standard Form/Title:	: REQUEST FOR QUOTATION	Office/End-User	: DE's OFFICE
Company Name	:		
Address	:		
Tel. No./FAX No.	:		

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 **P147,741.56**
- 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 Supplies for Use in the District Engineer's Office, Odiongan, Romblon				
1	Bond Paper, Subs. 20, A4 (70gsm)	35	ream		
2	Bond Paper, Subs. 20, Legal (70gsm)	35	ream		
3	Bond Paper, Subs. 20, A3 (70gsm)	35	ream		
4	Folder, Pressboard, Expanded, Legal	15	pc		
5	Rainbow Color Index Tabs (7 Colors, 175 tabs each)	5	box		
6	Tape, Duct 2"	25	roll		
7	Tape, Double Sided Reusable Tape-Transparent Reusable Waterproof Adhesive Traceless Nano Tape Invisible Gel (1")	4	roll		
8	Tape, Masking, Width: 24mm (1")	5	roll		
9	Tape, Masking, Width: 48mm (2")	5	roll		
10	Paper Shredder, Cutting Width: 3mm-4mm (Entry Level)	1	unit		
11	Plastic Ring Binder, 100 pcs, Legal, 23 Holes, 50-150 Sheets Capacity (1 Box)	1	box		
12	Plastic Ring Binder, 100 pcs, A4, 23 Holes 50-150 Sheets Capacity (1 Box)	1	box		
13	Stapler, Standard Type, Load Cap: 200 Staples Min.	2	pc		
14	Book, Record, 500 pages, Size: 214mm x 278mm	20	book		

15	Marker, Whiteboard, Felt Tip, Bullet Type, Black	12	pc		
16	Marker, Permanent, Fine, Black	12	pc		
17	Tape, Packaging, Width: 48mm (2")	5	roll		
18	Envelope, Mailing, White Window 70gsm (9.5" x 4.12")	500	pc		
19	Binder Clip, Size: 32mm (1 1/4")	10	box		
20	Binder Clip, 41mm	10	box		
21	Binder Clip, 19mm	10	box		
22	Binder Clip, 15mm	10	box		
23	Binder Clip, 51mm	10	box		
24	Accordion (Long Expandable Envelope) Garterized Indexes Tab, 12 Pockets File Organizer	10	pc		
25	3 Frame Magazine, File Metal Mesh with Divider-Desk Table Organizer for Long Documents	3	pc		
26	Tape, Double Sided 1"	5	roll		
27	Ballpen, Ordinary, Black (0.5)	36	pc		
28	Photo Paper, A4 (20 Sheets)	5	pack		
29	Electric Stand Fan, 16 Inches, Metal Fan Blade	1	unit		
30	Ruler, Plastic (12")	6	pc		
31	Battery, Dry Cell, AA, 2 Pieces per Blister Pack	6	pack		
32	Battery, Dry Cell, AAA, 2 Pieces per Blister Pack	5	pack		
33	Multi-Insect Killer (Odorless) 600ml	3	can		
34	Rubber Band, 70mm	1	box		
35	Paper Clip, Vinyl/plastic Coated, Length: 28mm	5	box		
36	Glue, Tube (250ml)	3	tube		
37	CD-PX240 Digital Voice Recorder up to 32 hours recording	1	unit		

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Purpose: For Use in District Engineer's Office

Note: *Please avoid erasures on your price quotation. Any alteration shall not be considered and ground for disqualification.*

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