



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	:	2024-01-010
Revised on	:		Date	:	JAN 30 2024
Standard Form/Title:	:	REQUEST FOR QUOTATION	Office/End-User	:	CONSTRUCTION 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:

1. All entries must be typewritten or legibly written.
2. Delivery period within **10 WD** upon receipt of the approved funded Purchase Order (PO).
3. 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.
4. Price validity shall be for a period of one hundred twenty (120) calendar days.
5. G-EPS Registration Certificate shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product, if applicable.
7. **Please indicate the brand for each items being offered.**
8. The approved budget ceiling for this procurement is **P915,401.85**
9. Place of Delivery is **DPWH-SUPPLY OFFICE.**


ALAN T. SALVADOR
Engineer III
Chief, Planning and Design Section
BAC Vice Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Office Equipment Supplies and Consumables for Use in the Construction Section, Odiongan, Romblon				
1	Stamp Pad Ink, Purple or Violet	4	pc		
2	ARBON FILM, PE, Black 216mm x 330mm	2	pack		
3	NOTE PAD, 50mm x 76mm (2" x 3")	24	pad		
4	NOTE PAD, 76mm x 100mm (3" x 4")	24	pad		
5	NOTE PAD, 76mm x 76mm (3" x 3") (D3-5 Stationary) (100 sheets)	36	pad		
6	BOND PAPER, subs.20 A4 (70gsm)	550	ream		
7	BOND PAPER, subs.20 A3 (70gsm)	400	ream		
8	BOND PAPER, subs.20 Legal (70gsm)	150	ream		
9	PAPER PAD, RAINBOW size: 216mm x 330mm (good quality)	12	pad		
10	BOOK, RECORD, 500pages size: 214mm x 278mm	40	book		
11	BATTERY, dry cell, AA 2 pieces per blister pack	60	pack		
12	BATTERY, dry cell, AAA 2 pieces per blister pack	36	pack		
13	GLUE, all purpose, gross weight: 200grams	24	bot		
14	STAMPLE WIRE, standard (26/6) No.35	36	box		
15	TAPE, Masking width: 24mm (1")	36	roll		
16	TAPE, Transparent, width: 24mm (1")	60	roll		
17	AIR FRESHENER, Spray 275g	12	bot		
18	AIR FRESHENER, Gel	24	pcs		
19	TOILET BOWL CLEANER, 100ml	12	bot		
20	Dirt and Stain Remover, 250ml	12	bot		

21	DISHWASHING LIQUID (250ml)	36	bot		
22	MULTI-INSECT KILLER (Odorless) 300ml	12	bot		
23	CORRECTION TAPE (5mm x 10mm, Big)	36	pc		
24	MARKER, whiteboard, felt tip, Bullet type BLACK	24	pc		
25	MARKER, whiteboard, felt tip, bullet type BLUE	24	pc		
26	MARKER, PERMANENT, Fine, BLACK	24	pc		
27	MARKER, PERMANENT, Fine, BLUE	24	pc		
28	PAPER CLIP, vinyl/plastic coated, length: 32mm	36	box		
29	PAPER CLIP, vinyl/plastic coated, length: 48mm	24	box		
30	RUBBER BAND, 70mm	3	box		
31	CUTTER KNIFE, heavy duty	5	pc		
32	Cutter Blade, spare (10 pcs)	1	box		
33	PUNCHER, paper, heavy duty with two hole guide	2	pc		
34	SCISSORS, symmetrical, blade length: 65mm min.	4	pc		
35	STAPLER, STANDARD TYPE, load cap: 200 staples min.	6	pc		
36	BINDER CLIP 41mm	30	box		
37	BINDER CLIP 48mm	30	box		
38	BINDER CLIP 51mm	30	box		
39	ENVELOPE, DOCUMENTARY, LEGAL (BROWN ENVELOPE)	150	pc		
40	BOOK, FIELD	200	book		
41	FOLDER, tagboard ordinary white (Legal)	200	pc		
42	FASTENER, Plastic Regular size, heavy duty	24	box		
43	PHOTO PAPER A4 (20 Sheets)	20	pack		
44	PAPER STICKER A4 (20 Sheets)	20	pack		
45	PENCIL, NO. 2, GOOD QUALITY	180	pc		
46	PENCIL, STAEDLER	100	pc		
47	PIN PUSH	12	box		
48	TAPE, Double Sided 1/2"	24	roll		
49	TAPE, Double Sided 1"	24	roll		
50	ARCH FILE with logo (A4)	60	pc		
51	ARCH FILE with logo (legal)	60	pc		
52	RULER, Plastic (12")	6	pc		
53	INK, Continuous-Epson L6190, No. 001, (Black)	96	bot		
54	INK, Continuous-Epson L6190, No. 001, (Cyan)	72	bot		
55	INK, Continuous-Epson L6190, No. 001, (Magenta)	72	bot		
56	INK, Continuous-Epson L6190, No. 001, (Yellow)	72	bot		
57	BALLPEN, Ordinary BLACK (0.5) (flexstick)	3000	pc		
58	BALLPEN, Sign Pen BLACK (0.5)	120	pc		
59	HIGHLIGHTER GREEN	120	pc		
60	HIGHLIGHTER LIGHT BLUE	120	pc		
61	Highlighter Neon Yellow	120	pc		
62	HIGHLIGHTER ORANGE	120	pc		
63	HIGHLIGHTER PINK	120	pc		
64	HIGHLIGHTER RED	120	pc		

65	Special Board (Vellum Board) (10 sheets, 220 gsm) A4 size	15	pack		
66	Twine, Plastic, 1 kg per roll, yellow	1	roll		
67	ENVELOPE, MAILING, WHITE ORDINARY 70gsm (9.5" x 4.12")	1	box		
68	Sign Pen 0.4, G-Tech/Equivalent, 0.4	24	pc		
Purpose:	For Use in Construction Section				
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: _____ <p>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.</p>					
_____ Printed Name/Signature/Date					