



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	: 2024-04-059
Revised on	:	Date	: 11-Apr-24
Standard Form/Title:	: REQUEST FOR QUOTATION	Office/End-User	: PLANNING AND DESIGN 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 **APR 16 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 **P832,080.91**.
9. Place of Delivery is **DPWH-SUPPLY UNIT**.


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 Use in the Planning and Design Section, Odiongan, Romblon				
1	HP 728 (300ml) Matte Black	10	piece		
2	HP 728 (300ml) Cyan	10	piece		
3	HP 728 (300ml) Yellow	10	piece		
4	HP 728 (300ml) Magenta	10	piece		
5	Bond Paper, subs.20 A4 (70gsm)	50	ream		
6	Bond Paper, subs.20 Legal (70gsm)	30	ream		
7	Bond Paper, subs.20 A3 (70gsm)	50	ream		
8	Paste Stick (big)	50	piece		
9	Sign Pen Black (0.5)	240	piece		
10	Sign Pen (0.5) Eco Friendly Black	120	piece		
11	Sign Pen Red (0.5)	120	piece		
12	Ballpen Black (0.5)	60	piece		
13	Ballpen Blue (0.5)	60	piece		
14	Pencil (F&HB)	120	piece		
15	Correction Tape (5mm x 10mm, Big)	30	piece		
16	Paper Clip, vinyl/plastic coated, length: 50mm	100	box		
17	Binder Clip 19mm (small)	100	box		
18	Binder Clip 33mm(1 1/4" medium)	100	box		

19	Highlighter Yellow	20	piece		
20	Highlighter Green	15	piece		
21	Highlighter Pink	15	piece		
22	Field Book	100	piece		
23	Record Book (500 pages)	5	piece		
24	Record Book (300 pages)	5	piece		
25	Envelope Short (BROWN)	100	piece		
26	Envelope, legal (BROWN)	100	piece		
27	Envelope, Expanding, Kraft Board for Legal	100	piece		
28	Envelope, Mailing, White 80gsm long	50	piece		
29	Fastener, Plastic Regular size, heavy duty	12	box		
30	Photo Paper A4 (20 Sheets) good quality	2	pack		
31	Sticker Paper A4 (10 Sheets)	2	pack		
32	Paper Pad, Yellow size: 2126mm x 330mm (good quality)	5	pad		
33	Carbon Film, PE, Black Long	1	box		
34	Folder Green(w/o metal tab)	20	piece		
35	Folder White (Legal) good quality	100	piece		
36	Folder, Colored good quality (Legal)	200	piece		
37	Magic Tape (18mm x 25mm)	12	piece		
38	Tape, Transparent, width: 24mm (1")	20	piece		
39	Tape, Masking, width: 24mm (1")	20	piece		
40	Tape, Packaging, width 48mm (2")	12	piece		
41	Tape, Double sided 1" with foam	20	piece		
42	Tape Dispenser, table top for 24mm width tape	2	piece		
43	Eraser, Rubber (BIG)	20	piece		
44	Neon Memo Pad 3" x 3"	100	piece		
45	Sticky Note Pad, (2" x 1.5")	60	piece		
46	Sticky Note Pad, (0.5" x 1.75")	65	piece		
47	Meter Tape (5m)	3	piece		
48	Cutter w/ 10pcs loaded blades-heavy duty	3	piece		
49	Cutter Blade, heavy duty	3	piece		
50	Puncher, heavy duty with two hole guide	2	piece		
51	Pencil sharpener, manual single cutter head	2	piece		
52	ALCOHOL, ethyl, 68%-72%, scented, 500ml	60	bottle		
53	Stamp Pad, FELT, bed dimension: 60mm x 100mm (VIOLET)	2	piece		
54	Staple wire, Standard (26/6) No. 35, good quality	5	piece		
55	Stapler, with remover, heavy duty No.35	6	piece		
56	Folder Pressboard, Expanded Legal	50	piece		
57	TISSUE, interfolded paper towel, good quality	60	pack		
TOTAL					
Purpose:	For use in Planning and Design 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: _____

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