



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

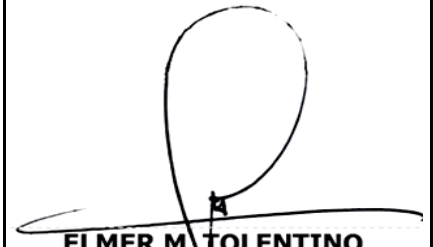


|                          |                         |                                  |                       |
|--------------------------|-------------------------|----------------------------------|-----------------------|
| Name of Procuring Entity | : DPWH-RDEO             | Request for Quotation (P.R. No.) | : RFQ2024-11-132      |
| Revised on               | :                       | Date                             | : 19-Nov-24           |
| Standard Form/Title:     | : REQUEST FOR QUOTATION | Office/End-User:                 | : MAINTENANCE SECTION |
| 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 **NOVEMBER 25, 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 days upon receipt of the approved funded Purchase Order (PO). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed of non-delivery without valid reason.
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. PhilGEPS Registration Certificate/Mayor's Permit/DTI, Tax Clearance, and Omnibus Sworn Statement 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 **P169,240.35**.
9. Place of Delivery: **Property and Supply Unit.**

  
**ELMER M. TOLENTINO**  
Engineer III  
Chief, Construction Section  
BAC Chairperson for GOODS

| Item No. | ITEMS & DESCRIPTION   | QTY | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|---|-----|------|------------|-------------|
|          | Supply and Delivery of Office Equipment Supplies and Consumables for Use in the Maintenance Office, Tablas, Sibuyan, and Romblon Islands, Romblon |     |      |            |             |
| 1        | Ballpen, Black, (0.5) Good Quality  | 120 | pc   |            |             |
| 2        | Sign Pen (Ge-Tech 0.4) Black  | 30  | pc   |            |             |
| 3        | Bond Paper, subs. 20 A3 (70gsm)   | 10  | ream |            |             |
| 4        | Bond Paper, subs. 20 A4 (70gsm)   | 135 | ream |            |             |
| 5        | Bond Paper, subs. 20 Legal (70gsm)  | 5   | ream |            |             |
| 6        | Stapler, with remover, heavy duty No. 35  | 6   | pc   |            |             |
| 7        | Staple Wire, Standard (26/6) No. 35   | 40  | box  |            |             |
| 8        | Tape, Transparent, width 24mm (1")  | 30  | roll |            |             |
| 9        | Tape, Transparent, width 48mm (2")  | 30  | roll |            |             |
| 10       | Envelope, Documentary, Legal (BROWN ENVELOPE)   | 60  | pc   |            |             |
| 11       | Correction Tape(5mm x 10mm)   | 40  | pc   |            |             |
| 12       | Marker, Permanent, Broad, Black   | 30  | pc   |            |             |
| 13       | Marker, Permanent, Fine, Black  | 30  | pc   |            |             |
| 14       | Marker, Whiteboard, black, felt tip, bullet type  | 60  | pc   |            |             |
| 15       | Alcohol, ethyl, 70% scented, 3.785 liters   | 10  | gal  |            |             |

|  |   |    |                                       |  |  |
|--|---|----|---------------------------------------|--|--|
| 16   | Highlighter (Orange, Green, Blue, Pink, Violet 2 pcs per color)   | 20 | pc                                    |  |  |
| 17   | Tissue, Interfolded paper towel   | 60 | pack                                  |  |  |
| 18   | Ink, Whiteboard Marker (Refill)   | 40 | bot                                   |  |  |
| 19   | Binder Clip 25mm (1") small   | 10 | box                                   |  |  |
| 20   | Binder Clip 32mm (1-1/4")   | 10 | box                                   |  |  |
| 21   | Binder Clip 51mm (2")/large   | 10 | box                                   |  |  |
| 22   | Paper Clip, vinyl/plastic coat, length: 48 mm   | 10 | box                                   |  |  |
| 23   | Paper Clip, vinyl/plastic coat, length: 50 mm   | 10 | box                                   |  |  |
| 24   | Flash Drive 32 GB capacity 3.0  | 6  | pc                                    |  |  |
| 25   | Tape, Double Sided 1"   | 20 | roll                                  |  |  |
| 26   | Ink, Epson 003 BLACK (original)   | 20 | tube                                  |  |  |
| 27   | Ink, Epson 003 CYAN (original)  | 5  | tube                                  |  |  |
| 28   | Ink, Epson 003 MAGENTA (original)   | 5  | tube                                  |  |  |
| 29   | Ink, Epson 003 YELLOW (original)  | 5  | tube                                  |  |  |
| 30   | Pencil, lead w/ eraser, wood cased, hardness: HB  | 60 | pc                                    |  |  |
| 31   | Cutter knife  | 24 | pc                                    |  |  |
| 32   | Cutter blade (spare 10 pcs)   | 20 | box                                   |  |  |
| 33   | Scissors, heavy duty (stainless steel)  | 9  | pc                                    |  |  |
| 34   | Computer Keyboard (USB, wired)  | 6  | pc                                    |  |  |
| 35   | Computer Mouse (USB, wired)   | 6  | pc                                    |  |  |
| <b>TOTAL</b>   |   |    |                                       |  |  |
| Purpose:   | For Romblon DPWH Maintenance Office Supply.   |    |                                       |  |  |
| <b>Note:</b>   | <b>Please avoid erasures on your price quotation. Any alteration shall not be considered and ground for disqualification.</b> |    |                                       |  |  |
| Brand and Model: _____ Warranty: _____<br>Delivery Period: _____ Price Validity: _____<br>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. |   |    |                                       |  |  |
| Tel. No. (042) 567 - 5007  |   |    | Printed Name/Signature/Date           |  |  |
| Email Address: <a href="mailto:alag.celestial@dpwh.gov.ph">alag.celestial@dpwh.gov.ph</a>  |   |    | Tel. No./Cellphone No./E-mail Address |  |  |