



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**MOUNTAIN PROVINCE SECOND  
DISTRICT ENGINEERING OFFICE**  
Natonin, Mountain Province, Cordillera Administrative Region



Name of Procuring Entity: DPWH-MPSDEO Request for Quotation Number(P.R. No.): **PR NO. 2024-04-019, PR NO. 2024-04-020**

Revised on: Date: **April 18, 2024**

Standard Form/Title: **REQUEST FOR QUOTATION** Office/ End-User: **DPWH-MPSDEO**  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TEL.NO./FAX NO. \_\_\_\_\_ TIN 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 April 24, 2024 in the return envelope attached herewith, to the BAC Secretariat, Procurement Unit DPWH-MPSDEO, Natonin, Mountain Province.

**TERMS AND CONDITIONS:**

- All entries must be typewritten or legibly written.
- Delivery period within Thirty (30) working days upon receipt of the approved funded Purchase Order (P.O.), Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA-9184 shall be imposed for non-delivery without valid reason.
- 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 Sixty (60) calendar days.
- For Suppliers, the two (2) envelope system will be followed. The first envelope shall contain & shall be attached upon submission the following documents: Certified Copy of PHILGEPS Registration Certificate, Mayors Permit, DTI and National Tax Clearance. The second envelope Which will contain the Request for Quotation(RFQ) shall only be opened after the first is declared complying.
- Bidder shall submit original brochures showing specifications of the product. (For office equipment).
- Please indicate the brand and description for each items being offered.
- Electronic Bidding will not be adopted for the Receipt of Bids in this procurement.
- The approved budget ceiling for this procurement is

**PHP 868,656.50**

**JONNEL K. EMENGA**  
Chief, Construction Section  
BAC Vice Chairman

ITEM NO.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
<b>CONSTRUCTION SECTION</b>					
<b>OFFICE SUPPLIES</b>					
1	Arch. Folders w/ DPWH -MPSDEO Logo A4	80	pcs		
2	Ballpen 1419, Faber Castell 50 pcs 0.5 (Black)	20	boxes		
3	Ballpen 1423, 10 pcs 0.5 (Blue)	20	boxes		
4	Ballpen BP-S-F Fine (Black)	20	boxes		
5	Ballpen BP-S-F Fine (Blue)	20	boxes		
6	Battery (AA) Long Lasting	10	pairs		
7	Caliper (Vernier)	2	unit		
8	Certificate Paper A4	50	packs		
9	Clear Sheet Protector (A4) Thick	20	packs		
10	Clear Pvc Cover 200 Microns	3	reams		
11	Clip, Backfold, 32mm	15	Box		
12	Correction Tape, big	20	pcs		
13	Data File Box	5	Piece		
14	Double Sided Tape, 20mm, 3 meters	15	rolls		
15	Double Sided Tape. Foam type 2 inches	15	rolls		
16	Duct Tape 2" (Blue)	5	rolls		
17	Duct Tape 3" (Blue)	5	rolls		
18	Engineer's Field Book	30	pcs		
19	Epson L1455 Maintenance Box	5	pcs		
20	Eraser, Plastic/rubber	20	pcs		
21	Expanding Envelope (brown), kraft, legal	2	boxes		
22	Expanding Folder File Organizer	5	pcs		
23	Frixion Pen Erasable Pen (0.7mm ) Black	60	pcs		
24	Frixion Pen Erasable Pen (0.7mm ) Blue	60	pcs		



ITEM NO.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
25	Glue Stick	4	pcs		
26	Heavy Duty Stapler	5	pcs		
27	Highlighter Pastel New Colours (Assorted, Set Of 4)	10	boxes		
28	Steel Tape (10m)	15	boxes		
29	Ink Brother BtD60 BK	5	bottles		
30	Ink Brother Bt5000 C	5	bottles		
31	Ink Brother Bt5000 M	5	bottles		
32	Ink Brother Bt5000 Y	5	bottles		
33	Ink Brother LC 3617BK	15	bottles		
34	Ink Brother LC 3617C	10	bottles		
35	Ink Brother LC 3617M	10	bottles		
36	Ink Brother LC 3617Y	10	bottles		
37	Ink Epson 3210 (003) BK	5	bottles		
38	Ink Epson 3210 (003) C	5	bottles		
39	Ink Epson 3210 (003) M	5	bottles		
40	Ink Epson 3210 (003) Y	5	bottles		
41	Ink Epson 14150 (001)BK	10	bottles		
42	Ink Epson EcoTank L15150 (008)BK	30	bottles		
43	Ink Epson EcoTank L15150 (008) C	20	bottles		
44	Ink Epson EcoTank L15150 (008) M	20	bottles		
45	Ink Epson EcoTank L15150 (008) Y	20	bottles		
46	Marker, Permanent, Broad Type (Black)	3	boxes		
47	Marker, Permanent, Broad Type (Blue)	3	boxes		
48	Masking Tape 18mm X 22mm	10	rolls		
49	Masking Tape 24mm X 22mm	10	rolls		
50	Mechanical Pencil, 0.5	50	pcs		
51	Note Pad, (2"x3") min	15	Pad		
52	Note Pad, (3"x3") min	15	Pad		
53	Note Pad, (3"x4") min	15	Pad		
54	Paper, Multipurpose, A3, 80 gsm	40	Box		
55	Paper Clip, vinyl/plastic coated 33mm	10	Box		
56	Photopaper A4 Size, 20 sheets / pack	10	packs		
57	Post-It, Sign Here (1/2 inch) 5 pads/pack	30	Pack		
58	Portable Plastic Paper Cutter	3	pcs		
59	Pressboard Expanding Folder (Legal size 10 pcs/pack)	50	packs		
60	Puncher, Heavy Duty	2	pcs		
61	Ring Binder A4 size 20mm (10 pcs)	20	bundles		
62	Ring Binder A4 size 14mm (10 pcs)	20	bundles		
63	Ring Binder A4 size 12mm (10 pcs)	20	bundles		
64	Ring Binder A4 size 8mm (10 pcs)	20	bundles		
65	Scissors, Heavy Duty	10	Piece		
66	Sign Pen Black 0.5mm	15	boxes		
67	Sign Pen Blue 0.5mm	15	boxes		
68	Stapler Remover (Plier Type)	5	pcs		
69	Stapler W/ Remover, Heavy Duty Stainless	3	pcs		
70	Staple Wires 23/15 (1000 Pcs X 5 Boxes)	1	boxes		
71	Staple Wires 23/17 (1000 Pcs X 5 Boxes)	1	boxes		
72	Staple Wires 23/20 (1000 Pcs X 2 Boxes)	1	boxes		
73	Staple Wires 23/24 (1000 Pcs X 2 Boxes)	1	boxes		
74	Wheel Meter	5	pcs		
75	White Board Marker Broad Type (Black)	3	boxes		
76	White Board Marker Broad Type (Blue)	3	boxes		
	<b>ICT EQUIPMENTS</b>				
77	External Hard Disk Drive (1 Tb)	3	unit		
78	Extension Cord (Heavy Duty)	2	unit		
79	Flash Drive (Otg) 1 TB	20	pcs		
80	Printer Cable (5 meters)	3	unit		
	<b>QUALITY ASSURANCE SECTION</b>				
81	Alcohol 80% solution with moisturizer (500 ml)	30	pcs		
82	Arch Folder, Long	20	pcs		
83	Arch Folder, A4	20	pcs		
84	Ballpen 1423 (0.5), Blue	5	boxes		
85	Ballpen 1423 (0.5), Black	5	boxes		
86	Ballpen 1423 (0.7), Blue	5	boxes		
87	Ballpen 1423 (0.7), Black	5	boxes		
88	Battery AA (Alkaline 10x longer)	10	packs		

ITEM NO.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
89	Engineer's Field Book	10	pcs		
90	Epson Ink, 003, Black	30	pcs		
91	Epson Ink, 003, Cyan	20	pcs		
92	Epson Ink, 003, Yellow	20	pcs		
93	Epson Ink, 003, Magenta	20	pcs		
94	Expanding Envelop, Kraft Board, (Legal Size)	1	box		
95	Highlighter, assorted color	3	boxes		
96	Office Chair (Tilt-Lack Function) with Head Rest	2	units		
97	Paper Clip, Small 50gsm	20	boxes		
98	Puncher, heavy duty	5	pcs		
99	Sign Pen, Blue (.4)	5	boxes		
100	Sign Pen, Black (.4)	5	boxes		
101	Gel pen 0.5mm (Blue)	8	boxes		
102	Gel pen 0.5mm (Black)	8	boxes		
103	IC Recorder ICD-PX370,Batt:1.5Vx2, LR03 size AAA	1	pc		
104	Mobile Pedestal Office Cabinet,Heavy Duty (400w x 550d x	1	PC		
105	Pentel Pen Permanent Marker, Fine, (Black)	1	box		
106	Pilot BP-S-F-B, Black	5	boxes		
107	Pilot BP-S-F-L, Blue	5	boxes		
108	Printer (all in one, continuous ink)	2	Units		
109	Printer with inkrite chipless refillable cartridge, WF-C5790	1	Unit		
110	Ring Binder, Plastic 25mm	30	pcs		
111	Stapler	6	pcs		

# TOTAL

Brand and Model: \_\_\_\_\_

Delivery Period: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/e quote you on the item(s) at 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

Email Address:mpsdeocar@gmail.com

c/o BAC Secretariate-Goods

Tel. No./CellphoneNo./Email Address