

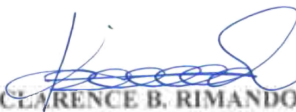
REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
Regional Office I  
City of San Fernando (La Union)

Name of Procuring Entity : DPWH-ROI	Request for Quotation No. :	2025-03-009
Revised on :	Date :	March 14, 2025
Standard Form/Title	REQUEST FOR QUOTATION	Office/End-User :
DPWH ROI		
<b>COMPANY</b> <b>NAME :</b> <b>ADDRESS :</b> <b>TEL. NO./FAX</b> <b>NO. :</b>		
<b>TIN No.</b>		

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 AM of March 18, 2025 manually thru sealed envelop, to the BAC Secretariat, DPWH Regional Office I, Aguila Road, San Fernando City (La Union).

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7. Please indicate the brand of each items being offered.
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**CLARENCE B. RIMANDO**  
Chief, ROWALD  
BAC Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen, Ordinary, black, 0.5mm, ball needle point	-300-	pc		
2	Ballpen, Ordinary, blue, 0.5mm, ball needle point	-300-	pc		
3	Ballpen ,Frixion Ball Erasable Gel Pen 0.7mm Black	-20-	pc		
4	Ballpen, Frixion Ball Erasable Gel Pen 0.7mm Blue	-20-	pc		
5	Battery, AA, 2pcs/packets	-20-	packet		
6	Battery, AAA, 2 pcs/packets	-20-	packet		
7	Calculator, 10 digits, 10 x 1 x 12 cm.	-5-	pc		
8	Clip, Paper, small, gem type	-30-	box		
9	Clip, Paper, jumbo/big, gem type	-30-	box		
10	Clip, Backfold, 3/4", 12's	-30-	box		
11	Clip, Backfold, 1", 12's	-30-	box		
12	Clip, Backfold, 1 1/4", 12's	-30-	box		
13	Clip, Backfold, 2", 12's	-20-	box		
14	Correction tape, Paper, jumbo/big, 5mm x 10m	-30-	pc		
15	Envelope, Kraft, (brown), long	-100-	pc		

**TOTAL AMOUNT IN FIGURES:**

**TOTAL AMOUNT IN WORDS:**

**PURPOSE:** Purchase and Delivery of Office Supplies for use of DPWH Regional Office I (1st Quarter 2025) City of San Fernando, La Union

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

Warranty : \_\_\_\_\_

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

Price Validity : \_\_\_\_\_

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Publication: March 14, 2025

Telefax: (072) 242-93-51  
c/o BAC Secretariat

\_\_\_\_\_  
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Printed Name / Signature / Date  
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DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

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16	Envelope, Kraft, (brown), short	-50-	pc		
17	Envelope, Kraft, (brown), A4	-50-	pc		
18	Envelope, Mailing, white, long	-500-	pc		
19	Eraser, Ordinary (plastic/rubber) (60mmx12mmx22mm) medium	-20-	pc		
20	Fastener, Paper, non-rust metal, 50's	-20-	box		
21	Folder Long (tagboard), white, 100/pack	-10-	ream		
22	Folder, Loose leaf, green	-300-	pair		
23	Leave Card	-3000-	pc		
24	Marking Pen, Permanent, black, bullet type	-20-	pc		
25	Marking Pen, Permanent, blue, bullet type	-20-	pc		
26	Marking Pen, Fluorescent, asstd. Colors, Chisel type	-30-	pc		
27	Paper, Bond, subs. 20, short, 70 gsm	-50-	ream		
28	Paper, Bond, subs. 20 A3, 70 gsm	-50-	ream		
29	Paper, Computer Sticker Paper, A4, white, 10's	-10-	pack		
30	Paper, Specialty Board A4, white, 10's, 220 GSM	-10-	pack		

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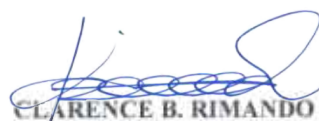
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Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
31	Paper, Photo, A4, (210mm x 297mm) 10's, 210GSM	-10-	pack		
32	Puncher, heavy duty, 2 hole, punch up to 30 sheets, 70mm hole distance	-10-	pc		
33	Ruler, 12", plastic	-10-	pc		
34	Ruler, 12", steel	-10-	pc		
35	Scissor, 7"	-30-	pc		
36	Staple remover, Plier Type, metal	-20-	pc		
37	Staple wire, Standard #35mm	-30-	box		
38	Stapler with staple wire remover No. 35	-15-	pc		
39	Stick on Notes, Post it, 3" x 3", yellow	-40-	pad		
40	Stick on Notes, Post it, 3" x 4", yellow	-40-	pad		
41	Stick on Notes, Post it, flag	-40-	pc		
42	Tape, Masking, 2", 48mm x 20 meters	-15-	roll		
43	Tape, Scotch (transparent), 1", 24mm x 100mm, 100 meters	-30-	roll		
44	Tape, Double sided, 1", white, 12mm x 10meters	-15-	roll		
45	Tape, Double Sided w/Foam 1" Green, 18mm x 5 meters	-15-	roll		

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46	Tape, Adhesive duct tape, silver, 2", 48mm x 10m	-5-	roll		
47	CDRW with case, 700MB, 80min	-10-	pc		
48	External hard drive 1TB, HDD	-10-	pc		
49	Flash Drive, USB, 16GB	-20-	pc		
50	Flash drive, USB, 32GB	-20-	pc		
51	Flash drive, USB, 64GB	-3-	pc		
52	USB Hub 4 ports outlet, 480MBps, Connection cable: 50cm	-5-	pc		
53	Ink Bottle, Epson 003, Black	-150-	bottle		
54	Ink Bottle, Epson 003, Cyan	-80-	bottle		
55	Ink Bottle, Epson 003, Magenta	-80-	bottle		
56	Ink Bottle, Epson 003, Yellow	-80-	bottle		
57	Ink Bottle, Epson 001, Black	-100-	bottle		
58	Ink Bottle, Epson 001, Cyan	-50-	bottle		
59	Ink Bottle, Epson 001, Magenta	-50-	bottle		
60	Ink Bottle, Epson 001, Yellow	-50-	bottle		
61	Air freshener, 280 ml	-30-	tube		
62	Alcohol, 1 gallon	-10-	gallon		

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Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
63	Broom, soft (tambo)	-10-	pc		
64	Broom, Coconut midrib, (Tingting)	-10-	pc		
65	Detergent Bar, 400g	-20-	pc		
66	Detergent, Powder, all purpose 1 kg	-10-	pouch		
67	Disinfectant, 340 grams	-10-	tube		
68	Floormat, Oblong, 20 inch x 17 inch	-20-	pc		
69	Rags, cotton, 8" dia	-20-	kilo		
70	Garbage Bag, Plastic, black, 30" x 40", 10pcs/pack	-30-	roll		
71	Glass Cleaner, 500ml	-15-	pc		
72	Insecticide, 500ml	-15-	tube		
73	Muriatic Acid, Industrial, 1 ltr./btl.	-10-	bottle		
74	Toilet bowl cleaner, 500ml	-20-	pc		
75	Toilet deodorant cake, 50g	-20-	pc		
76	Tissue paper, 3 ply, 1000 sheets, size: 100x100mm	-30-	roll		
77	Bulb, Led, 9watts, Daylight, 1035 lumens	-15-	pc		
78	Bulb, Led, 7watts, Daylight, 805 lumens	-15-	pc		
79	Extension Wire, with 4gang universal 5 mtrs.	-10-	pc		

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**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**Regional Office I**

Aguila Road, Sevilla, San Fernando City, La Union



# Office Supplies Catalog

**Ballpen Ordinary**  
(black) - 002-AAB

*-a pen that has a small metal ball as the point of transfer of ink to paper.*



**Ballpen Ordinary**  
(blue) - 002-AAB

*-a pen that has a small metal ball as the point of transfer of ink to paper.*



**Ballpen, Frixion**  
**Ball Erasable Gel Pen 0.7 mm,**  
**Black**

*-a pen that has a small metal ball as the point of transfer of ink to paper.*



**Ballpen, Frixion**  
**Ball Erasable Gel Pen 0.7 mm,**  
**Blue**

*-a pen that has a small metal ball as the point of transfer of ink to paper.*



**Leila L. Collado**

*Chief, Supply and Property Management Section*





**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**

**Regional Office I**

Aguila Road, Sevilla, San Fernando City, La Union



BAGONG PILIPINAS

# Office Supplies Catalog

**Battery, AA**

- 0003-AAA

- are commonly used in cameras, watches, handheld electronics, alarms, and even in pacemakers.



**Battery, AAA**

- 0003-AAB

- are commonly used in cameras, watches, handheld electronics, alarms, and even in pacemakers.



**Calculator, 10 digits**  
10 x 1 x 12cm

- something used for making mathematical calculations, in particular a small electronic device with a keyboard and a visual display.



**Clip, Paper, small**

- 0009-AAA

- used to bind papers together for productivity and portability.



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# Office Supplies Catalog

**Clip, Paper, jumbo/big**  
- 0009-AAB

- used to bind papers together for productivity  
and portability.



**Clip, Backfold, 3/4"**  
- 0009-AAD

- used to bind papers together for productivity  
and portability.



**Clip, Backfold, 1"**  
- 0009-AAE

- used to bind papers together for productivity  
and portability.



**Clip, Backfold, 1 1/4"**  
- 0009-AAF

- used to bind papers together for productivity  
and portability.



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BAGONG PILIPINAS

# Office Supplies Catalog

**Clip, Backfold 2 inch**

- 0009-AAG

- used to bind papers together for productivity and portability.



**Correction tape**

(Paper, jumbo/big) - 0010-AAC

- an alternative to correction fluid used to correct mistakes during writing.



**Envelope, Kraft,  
(brown, long) - 0017-AAC**

- an envelope made of Kraft paper that seems to remind us of the "good old days."



**Envelope, Kraft,  
(brown, short) - 0017-AAD**

- an envelope made of Kraft paper that seems to remind us of the "good old days."



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BAGONG PILIPINAS

# Office Supplies Catalog

**Envelope, Kraft,**  
(brown, A4) - 0017-AAE

- an envelope made of Kraft paper that seems to remind us of the "good old days."



**Envelope, Mailing,**  
(white, long) - 0017-AAF

- used for sending letters or documents using regular postal mail. Envelopes are usually made of paper or hardened paper



**Eraser, Ordinary**  
(rubber) - 0018-AAA

- a small piece of rubber used to remove the marks made by a pencil



**Fastener**  
**Paper, non-rust metal, 50's**  
0019-AAA

- to mechanically join two or more objects together, either permanently or non-permanently.



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BAGONG PILIPINAS

# Office Supplies Catalog

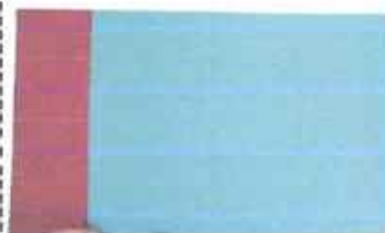
**Folder  
Long (tagboard), white**  
0023-AAC

- a kind of folder that holds papers together for organization and protection.



**Folder, Loose leaf, green  
(expanding) - 0023-AAF**

- are large folders that contain file folders or hole punched papers



**Leave card**  
0029-AAA

- required to be filed by all employees who are taking time off from work



**Marking pen, Permanent  
(black) - 0031-AAA**

- Permanent markers are used for writing on metals, plastics, ceramics, wood, stone, cardboard etc.



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BAGONG PILIPINAS

# Office Supplies Catalog

## Marking pen, Permanent

(blue) - 0031-AAB

*-Permanent markers are used for writing on metals, plastics, ceramics, wood, stone, cardboard etc.*



## Marking pen, Fluorescent,

(assl. colors) - 0031-AAE

*- markers are used for writing on metals, plastics, ceramics, wood, stone, cardboard etc.*



## Paperbond, short

(subs.20) 70 GSM  
- 0032-AAA

*- a superior quality of strong durable white writing paper; originally made for printing documents.*



## Paperbond, A3

(subs.20) 70 GSM  
- 0032-AAE

*- a superior quality of strong durable white writing paper; originally made for printing documents.*



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# Office Supplies Catalog

**Paper, Computer Sticker Paper**  
(A4, white) - 0033-AAA

*-a small piece of paper or plastic with a picture or writing on one side and glue or a similar substance on the other side, so that it will fix onto a surface*



**Paper, Specialty Board**  
(A4, white) - 0034-AAA

*-types of paper with special purposes and a relatively small output.*



**Paper Photo, A4  
(210mm x 297mm) 10's**

*-types of paper with special purposes and a relatively small output.*



**Heavy Duty, Puncher  
2 hole**

*-an office tool that is used to create holes in sheets of paper*



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BAGONG PILIPINAS

# Office Supplies Catalog

**Ruler, 12"**

0052-AAA

- a device or tool for measuring the length of objects and drawing straight lines.



**Ruler, 12"**

(Steel) - 0052-AAD

- a device or tool for measuring the length of objects and drawing straight lines.



**Scissors, 7"**

0053-AAA

- a cutting device consisting of two blades, each with a ring-shaped handle



**Staple remover, Plier Type**

- 0058-AAB

- is a device that allows for the quick removal of a staple from a material without causing damage.



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# Office Supplies Catalog

**Staple wire, Standard**

- 0059-AAA

- a short, thin piece of wire used to fasten sheets of paper together



**Stapler,**

(With staple wire remover) - 0064-AAA

- a mechanical device used for joining papers together.



**Stick on notes, Post it, 3" x 3"**

0061-AAA

- writing quick reminders, to-do lists, or important messages that can be easily stuck on desks, walls, or computer screens.



**Stick on notes, Post it, 3" x 4"**

0061-AAB

- writing quick reminders, to-do lists, or important messages that can be easily stuck on desks, walls, or computer screens.



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# Office Supplies Catalog

**Stick on notes, Post it, flag**

- 0061-AAC

*- make it simple to mark, flag or highlight important information.*



**Tape, Masking, 2"**

- 0063-AAC

*- It serves as a versatile tool for creating sharp edges, masking off areas for paint or glue application.*



**Tape, Scotch (transparent), 1"**

- 0063-AAD

*- used to bond or join objects together instead of using fasteners, screws, or welding*



**Tape, Double sided**

- 0063-AAH

*- This tape can replace screws and bolts, clips or fasteners, glue, and staples with a clean finish.*



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BAGONG PILIPINAS

# Office Supplies Catalog

**Tape, Double Sided w/Foam 1"**  
(Green) - 0063-AAI

- used to bond or join objects together instead of using fasteners, screws, or welding



**Tape, Adhesive duct tape,**  
(Silver) - 0063-AAK

- used for packing, sealing ductwork, holding insulation materials in place, seaming carpet padding, dust proofing filter banks, and other general purposes such as repair, mending, or patching.



**CDRW with case**  
700mb, 8min

- type of rewritable optical disc that can be written, read, erased, and re-written multiple times



**External Hard Drive**  
1TB, HDD

- It provides extra storage capacity for backing up your data and storing files that you do not have your computer's internal drive.



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BAGONG PILIPINAS

# Office Supplies Catalog

**Flash Drive, USB,  
16 GB**

*- storage, data backup, and transferring files  
between devices.*



**Flash Drive, USB,  
32 GB**

*- storage, data backup, and transferring files  
between devices.*



**Flash Drive, USB,  
64 GB**

*- storage, data backup, and transferring files  
between devices.*



**USB Hub 4 Ports Outlet  
480Mbps, Connection cable: 50cm**

*- storage, data backup, and transferring files  
between devices.*



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**Ink, Epson 003,  
Yellow**

*- used for printing and printer/all-in-one  
maintenance, and all colors have to be installed  
for Printing.*



**Ink, Epson 003,  
Black**

*- used for printing and printer/all-in-one  
maintenance, and all colors have to be installed  
for Printing.*



**Ink, Epson 003,  
Cyan**

*- used for printing and printer/all-in-one  
maintenance, and all colors have to be installed  
for Printing.*



**Ink, Epson 003,  
Magenta**

*- used for printing and printer/all-in-one  
maintenance, and all colors have to be installed  
for Printing.*



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BAGONG PILIPINAS

# Office Supplies Catalog

**Ink Bottle, EPSON 001  
Black**

*- used for printing and printer/all-in-one  
maintenance, and all colors have to be installed  
for Printing.*



**Ink Bottle, EPSON 001  
Cyan**

*- used for printing and printer/all-in-one  
maintenance, and all colors have to be installed  
for Printing.*



**Ink Bottle, EPSON 001  
Magenta**

*- used for printing and printer/all-in-one  
maintenance, and all colors have to be installed  
for Printing.*



**Ink Bottle, EPSON 001  
Yellow**

*- used for printing and printer/all-in-one  
maintenance, and all colors have to be installed  
for Printing.*



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# Office Supplies Catalog

**Air Freshener, 280 ml**

*- to mask or remove perceived unpleasant odours or to create a pleasant ambience due to the presence of perceived nice smells*



**Alcohol, 1 Gallon**

*- containing a minimum of 60 to 95% alcohol are efficient germ killers.*



**Broom, Soft (Tambo)**

*- use a broom for sweeping the floor and sweeping walls of cobwebs and spiders.*



**Broom, Coconut midrib,  
(Tingting)**

*- for cleaning rough ground and are ideal for stiff sweeping jobs such as sweeping fallen leaves and cleaning between stones.*



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# Office Supplies Catalog

**Detergent Bar, 400g**

- used for removing stains, typically from various kinds of fabric.



**Detergent, Powder, all Purpose  
(1 Kg)**

- used for removing stains, typically from various kinds of fabric.



**Disinfectant  
340 grams**

- to kill germs on surfaces and objects.



**Floormat, Oblong  
20 inch x 17 inch**

- used to trap dirt and moisture, prevent slipping, protect the floor, and help keep the building clean.



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**Rags, Cotton, 8"**

*- used to trap dirt and moisture, prevent slipping,  
protect the floor, and help keep the building clean.*



**Garbage Bag, Plastic, Black  
30" x 40", 10pcs/pack**

*- used for lining litter or waste containers or bins,  
and useful for wrapping up garbage to minimize odor.*



**Glass Cleaner, 500 ml**

*- removes tough dirt, grime, and grease from  
glass surfaces.*



**Insecticide, 500 ml**

*- to control insects by killing them or preventing  
them from engaging in undesirable or  
destructive behaviors.*



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**Muriatic Acid, Industrial,  
1 ltr./btl.**

*- can be an effective cleaner for concrete floors  
and blocks.*



**Toilet bowl cleaner, 500ml**

*- are chemical solutions designed specifically for  
cleaning a toilet bowl, usually in conjunction  
with a toilet brush*



**Toilet deodorant cake  
50g**

*- for toilet rim and flush to neutralise bad odours*



**Tissue paper, 3 ply  
1000 sheets, size: 100x100mm**

*- to cover mouth and nose while sneezing and  
coughing and the same should be thrown away in the  
dustbin.*



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BAGONG PILIPINAS

# Office Supplies Catalog

**Bulb, Led, 9watts  
Daylight, 1035 lumens**

- is an electric light that produces light using light-emitting diodes



**Bulb, Led, 7watts  
Daylight, 805 lumens**

- is an electric light that produces light using light-emitting diodes



**Extension Wire,  
with 4gang universal, 5 mtrs.**

- to extend the reach of power outlets and make it easier to plug in devices far away from an outlet.



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