



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.) :	2025-07-047
Revised on :		Date:	JUL 29 2025
Standard Form/Title:	REQUEST FOR QUOTATION	Office/End-User:	PROCUREMENT STAFF
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 **AUG 04 2025** in the return envelope attached herewith, to the BAC Secretariat for Goods.

TERMS AND CONDITIONS:

- All entries must be typewritten or legibly written.
- 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.
- 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 one hundred twenty (120) calendar days.
- PhilGEPS Registration Certificate/Mayor's Permit/DTI, Tax Clearance, and Omnibus Sworn Statement shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product, if applicable.
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **P484,934.42**.
- Place of Delivery: **Property and Supply Unit.**

EMER 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 supplies and equipment for BAC use, urgently needed in the preparation of various contract documents—Odiongan, Romblon				
1	Sign Pen, Black 0.3	50	pc		
2	Sign Pen, Black 0.7	50	pc		
3	Rubber Band 70mm min lay flat length (#18)	3	box		
4	Alcohol, ethyl, 68%-72%, scented, 500ml	6	bottle		
5	Sticky Note Pad, 76mm x 76mm (3" x 3") 100 sheets	50	pad		
6	Envelope, Documentary, Legal (BROWN ENVELOPE)	50	pc		
7	Envelope, Documentary, Short (BROWN ENVELOPE)	50	pc		
8	Tape, Double Sided 1"	60	roll		
9	Tape, Transparent, width: 24mm (1")	40	roll		
10	Glue, multi-purpose, gross weight: 240grams	10	pc		
11	Tape Dispenser, table top for 24mm width tape	2	pc		
12	Bond Paper, subs.20 A4 (70gsm)	1000	ream		
13	INK, Continuous-Epson L6190, No. 001, (Black)	20	tube		
14	INK, Continuous-Epson L6190, No. 001, (Magenta)	15	tube		
15	INK, Continuous-Epson L6190, No. 001, (Cyan)	15	tube		
16	Paper Shredder, cutting width: 3mm-4mm (Entry Level)	1	unit		

TOTAL

Purpose: For BAC use. Urgently needed in the preparation of various contract documents.

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.

Tel. No. (042) 567 - 5007

Email Address: alag.celestial@dpwh.gov.ph

Printed Name/Signature/Date

Tel. No./Cellphone No./E-mail Address