

Republic of the Philippines
Department of Public Works and Highways
NATIONAL CAPITAL REGION
Manila

Page 1 of 3

Name of Procuring Entity	Request for Quotation (P.R.): 2024-12-079
Revised on	Date: 12/19/2024
Standard Form/Title	REQUEST FOR QUOTATION
	Office/End-User: Right-of-Way Acquisition and Legal Division

COMPANY NAME:
ADDRESS :
TEL. NO./FAX NO.:

Please quote your lowest price on the item(s) listed below, subject to the Terms and Condition listed below and submit your quotation duly signed by your representative not later than 10:00 A.M. of December 23, 2024 in the return sealed envelope attached herewith to the BAC Secretariat, 2nd Floor, 2nd St., Port Area, Manila

TERMS and CONDITION :

1. All entries must be type written or lightly written
2. Delivery period within Five (5) calendar 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.
3. Warranty shall be for a minimum of three (3) months for supplies & materials, one (1) year Equipment, from date of acceptance by the end-user
4. Price validity shall be for a period of sixty (60) calendar days.
5. PHILGEPS Registration Certificate or Registration No./ Mayor's Permit/ DTI or SEC Registration Certificate/ Tax Clearance / Omnibus Sworn Statement (For ABCs above ₱50K) / Income/Business Tax Return (For ABCs above ₱500k) shall be attached upon submission of the quotation.
6. Bidders shall submit brochures showing certifications of the product applicable
7. Please indicate the brand for each item being offered, delivery period, price validity and warranty.
8. All documents must be CERTIFIED TRUE COPY.
9. The approved budget ceiling for this procurement is **Php 954,640.00**

Very truly yours,

JORD ACHAES N. DAVID
Chief, Administrative Division
BAC Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND AND MODEL
1	Label Maker with tape	3	unit	P	P	
	PC Connectable, automatic built-in label cutter					
	180 dpi printing					
	Max tape width: 1"					
	Print speed: 30mm/sec					
	Print height: at least 18mm					
	Connectivity: USB, Bluetooth					
2	Label Tape Cassette, 18mm (Laminated)	20	pc	P	P	
	Compatible with Label Maker to be delivered					
3	Label Tape Cassette, 24mm (Laminated)	20	pc	P	P	
	Compatible with Label Maker to be delivered					
4	Paper trimmer, heavy duty	2	unit	P	P	
	Metal based, at least A4 size					
5	Laminating Machine, A3 size	2	unit	P	P	
	Heatguard safety					
	Speed: 30cm/min					
	Cold lamination capable					
	Number of rollers: 2 rollers					
6	Digital Voice Recorder	2	unit	P	P	
	Records in MP3, with high sensitivity microphone					
	Up to 4GB of Built-in Storage					
	Reduces background noise					

Delivery Period : _____

Price Validity : _____

Warranty : _____

After having carefully read and accepted your General condition I / We quote you on the item(s) at prices noted above.

Printed Name/Signature

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND AND MODEL
7	Paper shredder, heavy duty	2	pc	P	P	
	Power supply: 220 V / 60hz					
	up to 23L bin capacity, Can shred staple wire / CD /					
	ATM Card and 10-15 sheets at a time					
	Auto start/stop, thermal overload protection					
8	Metal Fastener, 7cm, 50 sets per box	100	box	P	P	
9	Refillable Ink Tank Printer, A4/Legal size	4	unit	P	P	
	Print, Scan, Copy					
	Borderless printing, transparent ink tanks					
	Input capacity: at least 60 sheets					
	With warranty and user manual					
	Print resolution: 1200 x 1200 dpi (black)					
	4800x1200 dpi (colored)					
10	Ink bottle black (compatible with delivered printer)	40	btl	P	P	
11	Ink bottle cyan (compatible with delivered printer)	40	btl	P	P	
12	Ink bottle magenta (compatible with delivered printer)	40	btl	P	P	
13	Ink bottle yellow (compatible with delivered printer)	40	btl	P	P	
14	Customized Binder Folder, with DPWH logo, (above)	200	pc	P	P	
	and transparent pocket type (spine)					
	size: A4, thickness: 73mm (spine)					

Delivery Period : _____

Price Validity : _____

Warranty : _____

After having carefully read and accepted your General condition I / We quote you on the item(s) at prices noted above.

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15	Customized Binder Folder, with DPWH logo (above) and transparent pocket type (spine) size: Legal, thickness: 73mm (spine)	200	pc	P	P	
16	External Hard drive, 3.0, 1TB	6	pc	P	P	
17	Toner TK-5275C (For Kyocera unit)	5	pc	P	P	
18	Toner TK-5275M (For Kyocera unit)	5	pc	P	P	
19	Toner TK-5275Y (For Kyocera unit)	5	pc	P	P	
20	Toner TK-5275K (For Kyocera unit)	5	pc	P	P	
21	Sticky Notes, 3"x3" (100 sheets/pad)	200	pad	P	P	
22	Sticky Notes, 3"x4" (100 sheets/pad)	200	pad	P	P	
23	Sticky Notes, 2"x3" (100 sheets/pad)	150	pad	P	P	
24	Sign pen, blue, 0.5mm, needle point	50	pc	P	P	
25	Sign pen, black, 0.5mm, needle point	50	pc	P	P	
26	Folder, legal size, white	1,000	pc	P	P	
27	Insecticide, 500ml, Multi-insect killer	30	can	P	P	
	Contains Petroleum Distillates					
	Solvent-based Aerosol or Kerosene-based					
28	Ink bottle black (for Brother T4500DW)	30	btl	P	P	
29	Ink bottle cyan (for Brother T4500DW)	30	btl	P	P	
30	Ink bottle magenta (for Brother T4500DW)	30	btl	P	P	
31	Ink bottle yellow (for Brother T4500DW)	30	btl	P	P	
	x x x					
	GRAND TOTAL =				P	

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Price Validity : _____

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