



Republic of the Philippines  
Department of Public Works and Highways  
**OFFICE OF THE DISTRICT ENGINEER**  
Batanes District Engineering Office  
Basco, Batanes



Name of Procuring Entity	Request for Quotation (P.R NO.)
Revised on :	Date:
Standard Form/Title : <b>REQUEST FOR QUOTATION</b>	Office/End User: <b>Maintenance Section</b>
<b>COMPANY NAME:</b>	
<b>ADDRESS :</b>	
<b>TEL. NO./FAX NO:</b>	<b>TIN:</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 2:00 PM of **March 25, 2024**.

**TERMS and CONDITIONS**

- All entries must be typewritten or eligibly written.
- Delivery period within Fifteen calendar days **(15)c.d.** upon receipt of the approved funded.  
Purchase Order (P.O) Administrative penalties pursuant to Sec.69 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
- Warranty shall be for a minimum of three(3) months for supplies and 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.
- G-EPS Registration Certificate, Mayor's Permit, DTI Permit, Omnibus Sworn Statement and latest ITR shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certificate of the product If applicable.
- Please indicate the brand for each items being offered.(If applicable)
- The approved budget ceiling for this procurement is **P 289,203.00**.

  
**RONALD C. MERIN**  
BAC Chairperson

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Double Adhesive Tape, 1" thick	3	rolls		
2	Masking Tape 2"	5	rolls		
3	Duct Tape, 2" wide, gray	5	rolls		
4	Packaging Tape 2"	5	rolls		
5	Scotch Tape 1" transparent	5	rolls		
6	Scotch Tape 2" transparent	5	rolls		
7	Ballpen (OG-5), Black	2	boxes		
8	Ballpen (G-tech-C4- Black), 0.3	2	boxes		
9	Ballpen (Gel 0.5) Black	2	boxes		
10	Ballpen ( Fine ) Black	2	boxes		
11	Ballpen (black, Hi-techpoint 0.70), Signing Pen	2	boxes		
12	Pencil, Lead, # 2	3	boxes		
13	Permanent Marker , Broad Black	1	boxes		
14	Highlighter (Light Colors)	6	pcs		
15	Correction Tape J-807, 10mx5mm	12	pcs		
16	Whiteboard Marker, black	1	box		
17	Whiteboard Marker, blue	1	box		

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
18	Laminating Film, A3 size, 250 mic, 100pcs/pack	1	pack		
19	Bond Paper, A3 ( 80 gms)	20	reams		
20	Bond Paper A4 (80 gms)	40	reams		
21	Photo Paper, A4	30	pcs		
22	PVC Cover A4	20	pcs		
23	Brown Envelope ( Long)	50	pcs		
24	Brown Envelope (short)	50	pcs		
25	Envelope, Mailing White, 500s/box	1	box		
26	Folder (long), white	50	pcs		
27	Folder (short), white	50	pcs		
28	Arch File 2" Legal Size, Blue	30	pcs		
29	Arch File 3" Legal Size, Blue	30	pcs		
30	Logbook ( 216mm x 279mm)	12	pcs		
31	Logbook ( 135mm x 210mm), 500pp, 5.5mm x 32 lines	12	pcs		
32	Engineer's Cross Section Notebook, hard red cover	15	pcs		
33	Yellow Pad, ruled	5	pads		
34	Sticky Note (5"x3") self adhesive, color Assrtd.	12	pads		
35	Sticky Note (3"x3") self adhesive, color Assrtd.	12	pads		
36	Paper Clip, gem type, jumbo 100s/box	5	boxes		
37	Paper Clip, gem type, small 100s/box	5	boxes		
38	Paper Fastener, Plastic, 7 cm (50sets/box)	3	boxes		
39	Staple wire # 35	10	boxes		
40	Heavy Duty Utility Cutter, 40mm blade, 170mm Closed Length, 130g, with 5pcs blade	3	sets		
41	Puncher, Heavy Duty, Black	2	pcs		
42	Stapler , Heavy duty, black	3	pcs		
43	Push Pin, Hammer head type, 100s/box	2	box		
44	Glue, 16 FL oz (473ml)	3	bots		
45	Eraser, rubbber, large	1	boxes		
46	Ruler, 1 foot long, plastic	8	pcs		
47	Scientific Calculator, 10 digits + 2-digit exponential display, dot matrix display high resolutio screen, multi-replay quick & easy recall, Solar & battery, plastic key, basic statistics standard functions, table generation,	7	pcs		
	calculation, binary, octal, hexa decimal				



ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
48	Scissor 6", Black	2	pcs		
49	Matrix Rotary Office Pencil Sharpener	2	pcs		
50	Stamp & stamp pad ( for receiving w/date)	1	set		
51	Stamp & Stamp pad ( for releasing w/date)	1	set		
52	Laptop Battery (for Laptop Dell G7)	1	set		
53	Powerbank 20000 mAh, 100W Hi-speed recharging, 2 hig powered USB-C ports, 1 USB-A port, , 200W Total Output,	6	pcs		
	Compact sie: 4.9x2.1x1.9", with travel pouch, 24-month warranty				
54	Ring Binder 3", Black	1	pc		
55	Ring Binder 2", black	1	pc		
56	Ring binder 1", black	1	pc		
57	Display Book, 20PK, 20 clear pockets, A4 size	5	pcs		
58	DPWH Logo, reflectorized, 2" diameter, waterproof	100	pcs		
59	Clip Board, A4 size, plastic, blue	8	pcs		
60	White Board, 2ft x 4ft	4	pcs		
61	Specialty Paper, white, A4 size	60	pcs		
62	Pressurized Air Freshener (scented gel-glade)	12	pcs		
63	Alcohol, 70 % Isoprophyl	12	pcs		
64	Alcohol Spray, 40%, 40ml	3	pcs		
65	Broom, (ting-ting)	2	pcs		
66	Broom soft ( tambo)	2	pcs		
67	Wall Curtain, -L-245 cm, W-150 cm ( Dark Gray)	6	pcs		
68	Venetian Blind, Dark Gray, 4ft x 5ft	3	pcs		
69	Detergent Powder (1000g)	5	pcs		
70	Disinfectant Spray (insect repellant) 500ml	5	pcs		
71	Diswashing Paste, 500ml	5	pcs		
72	Diswashing Liquid, 500ml	5	pcs		
73	Dustpan (plastic w/handle- large)	1	pc		
74	Hands-free Mop with Compact Bucket, Flat, with 3pcs pads	2	units		
75	Multi-Purpose Cleaner, 1L x 2 -Ocean Escape Twin	3	sets		
76	Glass & Multi-Surface Cleaner, 500ml - Fresh Fragrance, Spray	3	pcs		
77	Rubber Rag	3	pcs		
78	Disinfectant powder cleaner	12	pcs		

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
79	Disinfectant Liquid ( 1000ml)	6	gal		
80	Detergent Bar	3	pcs		
81	Dishwashing Foam with abrasive (big)	3	pcs		
82	Dishwashing Foam (big)	3	pcs		
83	Steel Wool	3	pcs		
84	Air Freshener Spray, 320ml scented	6	pcs		
85	Muriatic Acid	2	gals		
86	Floor Brush w/ handle	2	pcs		
87	Femme Facial Tissue Econo Box, @ply 130p	10	box		
88	Toilet Tissue, 2ply, 12 rolls/pack	5	pack		
89	Garbage Bag Large (26x32") 100 pcs/pack	6	pack		
90	Dish Rack Organizer Cabinet, 3 Layers, with Drainer Countertop Storage Kitchenware Dust-proof, black/white	1	unit		
91	Condiments Rack Organizer, 3-tier, stainless steel grade 304	1	unit		
92	Doormat, Cloth, Large	5	pcs		
93	Toilet , Deodorant Cake	12	pcs		
94	Garbage Bin, 30L Capacity, made: PP material, rectangular with pedal and lid (medium), yellow, green, blue	1	set		
95	Soap, Germicidal 135g	6	pcs		
96	Insect Repelant, Waterbased 600ml	1	pc		
97	Computer Screen Cleaning Kit	2	set		
98	Car Wax Super Hard Shell Finish 397g	4	pcs		
99	Car Wash Concentrate 4L, 4L/135.2fl.oz	1	gal		
100	Car Interior Foam Cleaner Spray Polishing Leather 260ml	2	tubes		
101	Car Wax Luxe Leather Cleaner & Conditioner 473ml	2	tubes		
102	Car Premium Quality 6" Electric Dual Action Polisher, 1x15cm foam pad included, disc capacity: 150mm, 220V,	1	Unit		
	with 5pcs foam pad				
103	High Pressure Washer, 120 Bar Max Pressure, more durable aluminum Pump, In-Product Storage for	1	Unit		
	Accessory: Gun, Lance Power Cord and Hose, with extendable handle				
104	Wet/Dry Vacuum 10L capacity, vacuum made of ABS plastic, include washable cloth bag and HEPA filter,	1	Unit		
	1200W 220-240V 50-60Hz				
105	Stand Fan, 16" fan blade, motor: 70W 3 speed, thermal cut-off fuse, 230V-60Hz, fan speen: 1,130 RPM, x	1	Unit		
	non-continuous rotary switch, adjustable height min-0.89m max-1.25m, 70W, metal base, 0.445 dia. Fan				
	guard x 0.41 x 0.89/1.25(H)				

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
106	Auto Matting Regular Black	1	pc		
107	Rubber Sheet Black, 4ft x 8ft, 12mm thick	3	pcs		
108	Rubberized Window Glass Wiper, dual blade moss rubber, made of red neoprene, plastic base	2	pcs		
109	Top Loading water Dispenser, Hot and Cold	1	unit		
110	Car Seat Cover , Curduroy Cloth, Black	1	set		
		<b>TOTAL:</b>			

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

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

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

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

After having carefully read and accepted your General Condition I /We 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*  
*Tel .No./Cellphone No./Email Address*