



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
**PALAWAN 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE**  
Narra, Palawan MIMAROPA REGION (IV-B)



Name of Procuring Entity	: Palawan 2nd DEO, Narra, Palawan	Request for Quotation	: 2024-099
Contract ID	: 24GEF0129	Date	: January 23, 2025
Contract Name	: Supply and Delivery of Office Supplies for use in DPWH Palawan 2nd District Engineering Office, Narra, Palawan		
Location	: Narra, Palawan	Office/End-User	: Administrative Section
Standard form/Title	: <b>REQUEST FOR QUOTATION/Small Value Procurement</b>		
COMPANY NAME	:	Date	:
ADDRESS	:	TIN No	:
TEL. NO./FAX 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 **10:00am of January 30, 2025** in the return envelope attached herewith, to the BAC Office, Palawan 2nd District Engineering Office, Narra, Palawan.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written,
2. Delivery period within Thrity (30) C.D upon receipt of approved funded Purchase Order (P.O), Administrative penalties pursuant to Sec. 69 of Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be a minimum of three (3) months for supplies & materials; one (1) year for equipment; 1 year Laptop Computer; from date of acceptance by the end user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration Certificate/Mayor's Permit/DTI Registration/ Tax Clearance and Omnibus Sworn Statement shall be attached upon submission of quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each item being offered and it shall be eco-friendly.
8. The approved budget ceiling for this procurement is **PHP 93,950.00**

  
**EUGENIO R. KATON**  
BAC CHAIRMAN

ITEM NO.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
<b>OFFICE SUPPLIES</b>					
1	Battery, dry cell, AA 1.5 volts Alkaline 4pcs/pack	35	pack		
2	Battery, dry cell, AAA 1.5 volts Alkaline 4pcs/pack	20	pack		
3	Clip, Backfold, all metal, clamping, 25mm (-1mm)	45	box		
4	Cutter Knife, for general purpose	10	pcs		
5	Envelope, Documentary for A4 size document	1	box		
6	Envelope, Expanding, Kraftboard, for legal size doc, 100pcs/box	5	box		
7	Fastener, Metal, 70mm between prongs	45	box		
8	Folder, pressboard, Size 240mmx 370mm (-5mm)	300	pcs		
9	Glue, 130g	10	jar		
10	Insecticide, Aerosol type net content: 600ml min odorless	20	can		
11	Marker, whiteboard bullet type black	48	pcs		
12	Note Pad, Stick on, 50mm x 76mm (2"x3") min	25	pad		
13	Note pad, Stick on, 76mm x 100mm (3"x4") min 5 pads/pack	40	pack		
14	Note pad stick on, 76mm x 76mm (3"x3") min	49	pad		
15	Puncher, paper, heavy duty, with two hole guide	15	pcs		
16	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	20	box		
<b>Sub Total . . . .</b>				<b>Php</b>	

Brand and Model : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_

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

**After having carefully read and accepted your General Conditions, I/We quote on the item(s) at prices noted above.**  
**If the space for delivery period, Warranty and Prices Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.**

Printed Name /Signature/Date

Tel. No./Cellphone/E-mail Address



**EUGENIO R. KATON**  
BAC CHAIRMAN

Tel. No./Cellphone/E-mail Address