



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila



Name of Procuring Entity : Request for Quotation (P.R. No.): **C-0704-0177-24**
Revised on: **Date: May 08, 2024** **ABC: Php944,578.60**
Standard Form/Title: **REQUEST FOR QUOTATION** Office/End-User: **CDD-HRAS**
Mode of Procurement: **Shopping (Section 52.1 (b))**

COMPANY NAME : **PHILGEPS No.:**
ADDRESS : **TCC No.:**
TEL./FAX NUMBER : **TIN:**

Please submit your quotation for the item(s) listed below, which may be submitted in person at Room 503, Bidding Room, Procurement Service, 5th Floor, DPWH Bldg., Bonifacio Drive, Port Area, Manila, or thru registered mail, facsimile or E-mail, not later than 9:00 A.M. of **May 22, 2024**.

Quotation may be submitted open or sealed and should be duly signed by the firm's owner or authorized representative subject to the terms and conditions, hereof.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within **20 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 from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration Number and Mayor's Permit shall be attached upon submission of the Quotation DTI/SEC and Latest Tax Clearance shall be submitted before the award of Purchase Order (P.O.).
6. Bidders must quote for all of the items. Any erasure, correction or alteration made by the bidders in any of the items shall render the bid non-complying, hence, a ground for disqualification.
7. The DPWH reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.

MEDMIR G. MALIG
Assistant Secretary for Technical Services
and Information Management Service
Chairperson, BAC for Goods

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	INVENTORY/Common Office Supplies(Shopping)				
1	BALLPEN, fine point 0.5mm with rubber grip, black	200	piece		
2	BALLPEN, fine point 0.5mm with rubber grip, blue	200	piece		
3	B-board, A4 (white), 200 pcs/ream	50	ream		
4	BINDER CLIP, black, 15mm	50	box		
5	BINDER CLIP, black, 41mm	50	box		
6	BINDER CLIP, black, 51mm	50	box		
7	BOND PAPER, Multi-Purpose A4 size 80 GSM	1000	ream		
8	CLICKER, R500 wireless presentation remote & laser pointer	5	piece		
9	CORRECTION TAPE, disposable, usable length of 6 meters (min), 5mm width	30	piece		
10	EXTENSION WIRE (3000 watts), 5 outlets & USB outlets	5	roll		
11	FILE ORGANIZER (2 layer file tray) w/ attached picture	10	piece		
12	GLUE Stick, all-purpose, 6g (0.21 oz)	30	piece		
13	INK CARTRIDGE, (HP 965XL) Cyan Original	5	cart		
14	INK CARTRIDGE, (HP 965XL) Magenta Original	5	cart		
15	INK CARTRIDGE, (HP 965XL) Yellow Original	5	cart		

16	INK CARTRIDGE, (HP 965XL) Black Original	5	cart		
17	INK CARTRIDGE, (HP 955XL) Cyan Original	5	cart		
18	INK CARTRIDGE, (HP 955XL) Magenta Original	5	cart		
19	INK CARTRIDGE, (HP 955XL) Yellow Original	5	cart		
20	INK CARTRIDGE, (HP 955XL) Black Original	5	cart		
21	LAMINATING MACHINE, A3 heavy duty	2	piece		
22	MARKER, permanent, black, fine 1.0mm	100	piece		
23	MARKER, permanent, blue, fine 1.0mm	100	piece		
24	MARKER WHITEBOARD, black, blue, red (200pcs each)	300	piece		
25	MICROPHONE, (Wired Classic Vocal)	6	piece		
26	MICROPHONE, (Wireless two microphone system)	5	piece		
27	PAPER Clip, 33mm, Vinyl Coated, jumbo clip, 150pcs/box	100	box		
28	PAPER Clip, 50mm, Vinyl Coated, jumbo clip, 150pcs/box	100	box		
29	PAPER SHREDDER, heavy use (125CI Cross-cut shredder)	1	piece		
30	PAPER SHREDDER, (LX65 Cross-cut shredder)	6	piece		
31	PHOTO PAPER, A4	10	pack		
32	SIGN HERE (TAG), 1", 50pcs/pack	100	pad		
33	NOTE PAD 50mmx76mm (2"x3")	100	pad		
34	PUNCHER, heavy duty	20	piece		
35	RECHARGEABLE BATTERY, eveready (2's)	20	pack		
36	SIGN PEN, blue, 0.7mm	100	piece		
37	SIGN PEN, black, 0.7mm	100	piece		
38	STAPLE WIRE, standard No. 35	200	box		
39	STAPLE WIRE, heavy duty 12mm (binder type)	50	box		
40	NOTEBOOK, 60 leaves	500	piece		
41	STICKER PAPER, A4 10S (Glossy)	100	pad		
42	TAPE, MASKING, 36mm	50	roll		
43	TAPE, MASKING, 18mm	50	roll		
44	TAPE, packaging, 36mm	50	roll		
45	TAPE, transparent, 24mm	50	roll		
46	TAPE, transparent, 36mm	50	roll		
47	TAPE DOUBLE SIDED, 48mm, 50 meter/roll	50	roll		
48	TISSUE, 3 ply, 12 rolls/pack	100	pack		
TOTAL AMOUNT (Php)					
Please specify total amount in words (Php)					

Please specify brand names & model, if applicable.

• Brand Name & Model: _____

Warranty: _____

• Delivery Period: _____

Price Validity: _____

After having carefully read and accepted your general conditions, 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.

Tel. No. 304-3530 Telefax: 304-3108/3208/3188

[alibin.mikko](mailto:alibin.mikko@dpwh.gov.ph) paulo@dpwh.gov.ph

Signature Over Printed Name/Date

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

12.1.3 RUR/MPOA

Website: <https://www.dpwh.gov.ph>
Tel. No(s).: 5304-3000 / (02) 165-02

