



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**NORTHERN SAMAR 2nd DISTRICT ENGINEERING OFFICE**  
Brgy. Burabud, Laoang, Northern Samar, Region VIII



BAGONG PILIPINAS

Name of Procuring Entity :	N. Samar 2nd DEO	Request for Quotation (P.R. No.)	2025-01-0002	1/2/2025
Revised on :		Date		
Standard Form/Title :	REQUEST FOR QUOTATION	Office/End-User	ADMINISTRATIVE SECTION	
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 2:00 P.M. of 03/03/2025 in the return envelope attached herewith, Procurement Unit, 2nd Floor, Brgy. Burabod, Laoang, Northern Samar.

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written.
2. Delivery period within 30 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 year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Certificate, DTI/SEC-COR, BIR-COR, Mayor's Permit, Latest BIR ITR, Tax Clearance & Omnibus Sworn Statement shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product .
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement P 795,679.00

**FRANCISCO Y. TAÑALA**  
Engineer III/BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Acetate PVC Cover A4, 300 microns, 100pcs/box	2	box		
2	Alcohol, Ethyl, 500 ML	124	bottle		
3	Alcohol, Ethyl,	10	gallon		
4	Ballpen, ordinary, Black, .5, 12 pcs/box	15	box		
5	Ballpen, ordinary, blue, .5, 12 pcs/box	4	box		
6	Battery, Dry Cell, AA, 4 pcs./pack, Super heavy	34	pack		
7	Battery, Dry Cell, AAA, 4 pcs./pack, Super heavy	24	pack		
8	Brown envelope A4, 100 pcs/pack	2	pack		
9	Brown envelope long, 100 pcs/pack	1	pack		
10	Calculator, 12 digits	8	unit		
11	Clip Backfold, 19mm	11	box		
12	Clip Backfold, 25mm	11	box		
13	Clip Backfold, 32mm	1	box		
14	Clip Backfold, 50mm	1	box		
15	Correction Tape, 8m x 5mm, 12 pcs/box	13	box		
16	Customize Document Binder, A4, with DPWH Logo	10	piece		
17	Customize Document Binder, Long, with DPWH Logo	50	piece		
18	Customized Blue Folder w/ DPWH Logo, LANDSCAPE-Long	50	piece		
19	Cutter Knife, Big	30	piece		
20	Data File Box	3	piece		
21	Dating and Stamping Machine	3	piece		
22	Double Sided Tape, 1 inch	26	roll		
23	Double Sided Tape, .5 inch	20	roll		
24	Duct Tape, 48mm assorted color	10	roll		
25	Envelope, Mailing	2	box		
26	Envelope Documentary, A4 Size, 500 pcs/pack	1	pack		
27	Expanded Brown Envelope-Long, 100pcs/pack	2	pack		
28	EPSON Ink, 003, Black, Genuine	56	bottle		
29	EPSON Ink, 003, Cyan, Genuine	31	bottle		
30	EPSON Ink, 003, Magenta, Genuine	31	bottle		
31	EPSON Ink, 003, Yellow, Genuine	31	bottle		
32	EPSON Ink, 008, Cyan, Genuine for EPSON L15150	10	bottle		
33	EPSON Ink, 008, Magenta, Genuine for EPSON L15150	10	bottle		
34	EPSON Ink, 008, Light Cyan, Genuine for EPSON L15150	10	bottle		
35	EPSON Ink, 008, Black, Genuine for EPSON L15150	10	bottle		
36	EPSON Ink, 008, Yellow, Genuine for EPSON L15150	10	bottle		
37	Expanding Envelope, Kraft, Long Brown, 100 pcs. Pack	6	pack		
38	Extension Wire, 5 meters with individual Switch	3	unit		
39	Fastener, 50 pcs/box	10	box		
40	File Tab Divider, A4, white, tag board	71	pack		
41	File Tab Divider, Legal	50	pack		
42	FILE Organizer, Legal, Expanding, Plastic, with handle	3	piece		
43	Folder, Expanded, Red Color, 100 pcs./box	4	box		
44	Folder, Expanded, blue Color, 100 pcs./box	1	box		





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7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement P 795,679.00

**FRANCISCO Y. TAÑALA**  
Engineer III/BAC Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
45	Folder, Expanded, green Color, 100 pcs./box	1	box		
46	Folder, Expanded, yellow Color, 100 pcs./box	1	box		
47	Folder, Expanded, orange Color, 100 pcs./box	1	box		
48	Glue, All Purpose, 240 grams	20	bottle		
49	Glue Gun-big	2	jar		
50	Glue Stick-big	60	piece		
51	Index pad, Sign Here EA11302 (Stick Up), 43x12mm	5	pad		
52	Index Tab, Self Adhesive, transparent, 5 sets/box	5	box		
53	Index Tab-Sign Here EA11302(Stick-Up)43x12mm	5	box		
54	Ink Cartridge (Brother LC3617BK)-Black, Genuine	5	box		
55	Ink Cartridge (Brother LC3617Y)-Yellow, Genuine	5	box		
56	Ink Cartridge (Brother LC3617C)-Cyan, Genuine	5	box		
57	Linen Board, Assorted Color, A4	10	pack		
58	Linen Paper, Green Color, A4	10	pack		
59	Marker, Permanent, Black	37	piece		
60	Marker, Permanent, Blue	13	piece		
61	Marker, Permanent, Red	2	piece		
62	Refill Ink-Permanent Marker-Blue	2	bottle		
63	Refill Ink-Permanent Marker-Black	2	bottle		
64	Stamp Marker Ink Refill	2	bottle		
65	Note Pad, Stick On, (1 x 3") Apple Green Color	6	pad		
66	Notepad, stick-on, 50mmx76mm/	6	pad		
67	Notepad, stick-on, 76mmx100mm/3 x 4" Blue Color	1	pad		
68	Paper Clip, vinyl/plastic coated, 33mm	2	box		
69	Paper Clip, vinyl/plastic coated,jumbo, 50mm	2	box		
70	Paper, A3 Size, 80 GSM	8	box		
71	Paper, Letter size, 80 GSM	1	box		
72	Paper, Multi-Copy, A4, 80 GSM	75	box		
73	Paper, Multi-Copy, Legal, 80 GSM	30	box		
74	Pencil Lead with Eraser	6	box		
75	Photo Paper Premium Glossy, A4, satin	60	pack		
76	Plastic Binding Comb, 16mm A4 100 pcs/box	1	box		
77	Plastic Binding Comb, 14mm A4 100 pcs/box	1	box		
78	Plastic Binding Comb, 12mm A4 100 pcs/box	1	box		
79	Sticker Paper, Premium Glossy, A4, 90 gsm, 20 pcs/pack	45	pack		
80	Rag, 1 kilo/bundle	2	kilo		
81	Record Book, (Official) 300 pages with numbering page	40	book		
82	Record Book, (Official) 500 pages with numbering page	6	book		
83	Rubber Band, 8	4	box		
84	Ruler Stainless	6	piece		
85	Scissors, symmetrical/asymmetrical	10	pair		
86	Sign Pen, Black.05, Branded	64	piece		
87	Sign Pen, Blue 0.5, Branded	54	piece		
88	Sign Pen, Fine Tip Black.03mm, Branded	70	piece		



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**FRANCISCO Y. TAÑALA**  
Engineer III/BAC Chairmah

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
89	Staple Wire, Binder Type, 23/13	6	box		
90	Staple Wire No. 35, 10 boxes per box	9	box		
91	Stapler with remover, Standard Type No. 35	15	piece		
92	Tape Dispenser, Table Top, Heavy Duty TD-2031300	2	piece		
93	Tape, Masking, 48mm	2	roll		
94	Tape, Packaging, 48mm	30	roll		
95	Tape, Transparent, 24mm	10	roll		
96	Tape, transparent, 48mm	14	roll		
97	Twine, 1 kilo/roll	2	roll		
98	USB, 8GB, Branded	25	piece		
99	Broom -Tamboo	15	piece		
100	Cleaning Duster	4	piece		
101	Detergent Powder, 1 kg/pack	16	kg		
102	Detergent Bar, 4 pcs/bar	10	bar		
103	Diswashing Liquid, 475ml	77	bottle		
104	Downy, Fabrix Conditioner	42	dozen		
105	Dust Pan, Big	7	piece		
106	Hand Sanitizer, Gel, 500ml	6	bottle		
107	Hand Soap, 500ml	40	bottle		
108	Insecticide, Aerosol Type, 500ml Spray (Multi-Insect Killer)	26	can		
109	MOP, Mop & Spin Dry bucket with Wheels & 3 Microfiber Mop Heads	8	set		
110	Rag, 1 kilo/bundle	3	kg		
111	Tissue Paper, 2 ply, 12 roll/pack	43	pack		
112	Tissue Paper, Interfold	20	pack		
113	Toilet Bown Cleaner and Urinal, 1,000 ml	3	pack		
114	Zonrox, branded	10	gallon		
115	Bulb, 9 watts, branded	100	piece		
116	Electrical Tape, 24mm	10	roll		

TOTAL AMOUNT IN WORDS \_\_\_\_\_

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) at prices note above. If the space for

Telephone No.: \_\_\_\_\_  
c/o edmund somoray  
email: edmundsomoray@yahoo.com

Printed Name/Signature/Date

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