



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
COTABATO 1st DISTRICT ENGINEERING OFFICE
Midsayap, Cotabato, Region XII

Contract Name : Supply/ Delivery of Office and Other Supplies for Use in GSO Unit (1st Quarter of 2025)

Location of the Contract : DPWH Cotabato 1st DEO

Name of the Procuring Entity : DPWH-COTABATO 1ST DEO

Request for Quotation No. : 2025-02-0006

Revised on:

Date: February 03, 2025

Standard Form/Title: **REQUEST FOR QUOTATION**

Office/End-User: General Services Office (GSO) Unit

COMPANY NAME :

ADDRESS :

TEL.NO./FAX NO. :

TIN:

Please quote your lowest price in the items(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 A.M. of **February 13, 2025**, in the return enveloped attached herewith, to the BAC Secretariat, DPWH-Cotabato 1st District Engineering Office, Villarica, Midsayap, Cotabato.

TERM AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **Fifteen (15 CD)** 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. G-EPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation
6. Bidders shall submit original brochures showing certification of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php148,344.00**
9. All documentary requirements for the **Small Value Procurement** including the signed and notarized **Sworn Statement** shall be attached upon submission of the quotation.
10. **Quotation thru mail/fax will not be accepted**


EVELYN L. DILANGALEN
Engineer III
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	EPSON INK L3110 black (003)	7	pcs		
2	EPSON INK L3110 magenta (003)	5	pcs		
3	EPSON INK L3110 yellow (003)	5	pcs		
4	EPSON INK L3110 blue (003)	5	pcs		
5	EPSON INK (L 120) C-T6642 (CYAN)	5	pcs		
6	EPSON INK (L 120) C-T6643 (MAGENTA)	5	pcs		
7	EPSON INK (L 120) C-T6644 (YELLOW)	5	pcs		
8	EPSON INK (L 120) C-T6645 (BLACK)	7	pcs		
9	STAPLE WIRE, standard #35	5	boxes		
10	TAPE, duct, 2 inches	5	rolls		
11	Masking Tape (2 inch)	7	rolls		
12	Packing Tape (2 inch)	7	rolls		
13	Scotch Tape (1 inch)	7	rolls		
14	Scotch Tape (2 inch)	7	rolls		
15	Double sided tape (1 inch)	10	rolls		
16	BALLPEN 0.4 (My gel red)	10	pcs		
17	BALLPEN 0.5 (black flexstick)	1	boxes		
18	BALLPEN 0.5 (blue flexstick)	1	boxes		
19	PENTIL PEN (Broad blue)	2	pcs		
20	PENTIL PEN INK (blue)	1	bot		
21	Pencil,mongol (12pcs/box	2	boxes		
22	Scissors (Big)	4	pairs		
23	Correction tape, (8m)	10	pcs		
24	Calculator (14 digits)	2	Units		
25	Glue, all purpose (130g)	2	tube		
26	Glue gun	2	pcs		
27	Glue (stick)	20	pcs		
28	Bond paper (A4)	50	reams		
29	Bond paper (legal)	5	ream		
30	Record Book, 500 pages	6	books		
31	Sticky notes big, 3"x 5"	6	pads		



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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
32	Dishwashing paste (400g)	5	jar		
33	Liquid hand soap (500ml)	5	bots		
34	Toilet Deodorant	10	packs		
35	Dishwashing liquid 500 ml	5	bottles		
36	Liquid Hand Soap , 500ml	5	bottles		
37	Disinfectant Spray aerosole type, Lysol 340g	5	bottles		
38	Cleaner, toilet and urinal 1000ml	6	bottles		
39	Multi Insect Killer (Baygon 500ml)	6	can		
40	Air Freshener, aerosole type, 320ml	4	bottles		
41	Tissue, interfold hand towel -2 ply, 150 pulls	24	pack		
42	Doormat	30	pcs		
43	Sponge	10	pcs		
44	Soft broom	10	pcs		
45	Stick broom (ting-ting)	15	pcs		
46	DETERGENT POWDER, all-purpose, 1kg	10	pcks		
47	GLASS CLEANER with spray head, 250ml	10	bots		
48	Gloves cloth think	10	pcs		
49	TRASH BAG (DOUBLE XL) 10 PCS/PACK	100	pcks		
50	Sack (Sako)	50	pcs		
51	Tornado Mop (Heavy duty)	2	pcs		
52	Electric Airpot 3.8L	1	pc		
53	Hand towel	10	pcs		
54	Sweat shirt	13	pcs		
	Construction and Electrical Supplies				
55	P.E Hose 3/4"	3	mtrs		
56	Cutting disc	50	pcs		
57	Vulcaseal	10	pcks		
58	Cement	5	bags		
59	P.E Connector Size 1/2"	5	pcs		
60	P.E Connector Size 3/4"	5	pcs		
61	P.E Tee Connector Size 1/2"	5	pcs		
62	P.E Tee Connector Size 3/4"	5	pcs		
63	P.E Female adaptor Size 1/2"	5	pcs		
64	P.E Female adaptor Size 3/4"	5	pcs		
65	P.E Connector Reducer Size 1/2"	5	pcs		
66	P.E Connector Reducer Size 3/4"	5	pcs		
67	Screen # 14	5	mtrs		
68	Finishing nails # 1 1/2"	1	kl		
69	Plywood 1/2"x4'x8'	1	pc		
70	Tie wire #18	1	kl		
71	Finishing Trowel	1	kl		
72	Cement Trowel	1	kl		
	Other Machineries				
73	Grass Cutter (heavy duty)	1	unit		
	xx				

AMOUNT IN WORDS:

Brand and Model: _____ **Warranty :** _____

Delivery Period: _____ **Price Validity :** _____

for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Condition specified by DPWH.

Tel No. (064) 577-0389

Telefax No. (064) 577-0389

Printed name/Signature/Date

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

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