



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 Janitorial Supplies for Use in Maintenance Section (2nd Quarter of 2025)

Location of the Contract : DPWH Cotabato 1st DEO

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

Request for Quotation No. : 2025-05-0028

Revised on:

Date: May 23, 2025

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

Office/End-User: Maintenance Section

COMPANY NAME :

ADDRESS :


TEL.NO./FAX NO. :

TIN:

Please quote your lowest price in the items(s) listed below, subject **June 17, 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 **Php86,470.00**
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**


RODERICK R. BACENA
Engineer III
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	OTG, 64 GB	6	pcs		
2	Flash Drive, 4 GB	12	pcs		
3	Flash Drive, 8 GB	12	pcs		
4	Epson Maintenance Box Code: C9345	6	boxes		
5	Epson Ink, Black (664)	20	bottles		
6	Epson Ink, Cyan (664)	6	bottles		
7	Epson Ink, Magenta (664)	6	bottles		
8	Epson Ink, Yellow (664)	6	bottles		
9	Marker, whiteboard, black	24	pcs		
10	Envelope, Expanded, brown, long	50	pcs		
11	Correction Tape, 8m	50	pcs		
12	Record Book 300 pages	24	books		
13	Engineers Field Book	25	books		
14	Staple Wire No.35	36	boxes		
15	Ear Tag	36	pads		
16	Glue, All purpose 130 grams	5	tubes		
17	Binder Clips 19mm 3/4 inch (12pcs/box)	5	boxes		
18	Binder Clips 15mm 1/5 inch (12pcs/box)	5	boxes		
	Cleaning/Janitorial Supplies				
19	Broom, soft, tambo	5	pcs		
20	Diswashing Liquid, 500 ml	30	bottles		

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