



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

RFQ # : **2025-05-0029**

Contract Name : Supply/Delivery of Office and Other Supplies for Use in Planning and Design Section (2nd Quarter of 2025)

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

Request for Quotation : 2025-05-0029

Revised on:

Date : May 23, 2025

Standard Form/Title:

REQUEST FOR QUOTATION

Office/End-User: Planning and Design Section

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. on **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. Attached latest Income Tax Return (ITR)
8. Please indicate the brand for each items being offered.
9. The approved budget ceiling for this procurement is **P649,085.50**
10. All documentary requirements for the **Small Value Procurement** including the signed and notarized **Sworn Statement** shall be attached upon submission of the quotation.
11. **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
	COMMON OFFICE SUPPLIES				
1	Plotter white paper	8	rolls		
2	A2 Tracing paper, 36"	8	rolls		
3	A3 L 297 x 420mm 500 sheets/ream, 5 rms/box	10	reams		
4	Book paper legal, S20, 70 gsm	8	reams		
5	Book paper A4, S20, 70 gsm	220	reams		
6	Steno notebook, 40 leaves	24	pcs		
7	Expanding envelope with string, legal	20	pcs		
8	Folder, brown, legal	50	pcs		
9	Long brown envelope	30	pcs		
10	pencil, 12 pcs/box	3	pcs		
11	record book, 300 pages	6	pcs		
12	record book, 500 pages	6	pcs		
13	staple wire, standard, No. 35	12	box		
14	stapler, standard	6	pcs		
15	plastic tape, 1 inch	12	rolls		
16	double sided tape, 1"	5	rolls		
17	ballpen - blue - 50 pcs./box	2	box		
18	sign pen - mygel, 0.4, blue	24	pcs		
19	marker, fluorescent, stabilo	6	pcs		
20	marker, black, fine	6	pcs		
21	white board marker, Black	6	pcs		
22	correction tape, 8m	12	boxes		
23	fastener - plastic. 50 pcs./box	8	boxes		
24	binder clips, 1" width, 12 pcs/box	8	boxes		
25	binder clips, 2" width, 12 pcs/box	8	boxes		
26	cutter	6	pcs		
27	scissors, big	6	pairs		
28	Plastic ring binder, 10mm (3/8") 70 sheets, black	6	meter		
29	Plastic ring binder, 12mm (1/2") 110 sheets, black	3	meter		
30	Ring binder, 80 rings, plastic 19mmx1.12m	2	bundle		
31	field book	12	pcs		
32	tissue paper, interfold paper towel, 2 ply, 150 pulls	24	pack		
33	Alcohol, Ethyl, 500ml, 70%	12	bot		
34	Ink, Black, 330 ml, T41Q5 (SC-T5430)	2	cart		
35	Ink, T41Q3 (SC-T5430) Magenta, 330 ml	2	cart		
36	Ink, T41Q4 (SC-T5430) Yellow, 330 ml	2	cart		
37	Ink, T41Q2 (SC-T5430) Cyan, 330 ml	2	cart		
38	Ink, epson (L3210), black, 003	8	bottles		
39	Ink, epson (L3210), yellow, 003	3	bottles		
40	Ink, epson (L3210), blue, 003	3	bottles		
41	Ink, epson (L3210), magenta, 003	3	bottles		
42	Ink, epson (L120), black	6	bottles		
43	Ink, epson (001), black	3	bottles		



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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
44	Maintenance Box (Epson) SC-T3400/5400	5	pcs		
45	Maintenance Box, Printer Epson	1	pc		
46	Ink, BTD60 black	3	pc		
47	Ink, BT5000 cyan	2	pc		
48	Ink, BT5000 magenta	2	pc		
49	Ink, BT5000 yellow	2	pc		
50	flash drive, 64 gig	8	pcs		
51	OTG type C, 64 gig	10	pcs		
52	USB hub, 4 ports	2	pcs		
53	mouse, optical, connection type	8	unit		
54	mouse pad	8	pcs		
	Janitorial Supplies:				
55	broom, cobweb	1	pc		
56	cleaner, toilet and urinal, 500ml	2	bot		
57	dishwashing paste, 400g	6	jar		
58	dishwashing sponge	6	pcs		
59	detergent bar, 140g	6	bar		
60	detergent powder, 1 kg	5	pouch		
61	floor mop	2	pcs.		
62	dust pan, plastic	2	pcs.		
63	soft broom, tambo	3	pcs		
	SURVEY MATERIALS/EQUIPMENT:				
64	chain, 50m	1	pcs		
65	hard hat, with DPWH logo, white	6	pcs		
66	measuring tape - 5 m	2	pcs		
67	Roadpot VT 5900 Plus Automatic Traffic Classifier	1	Unit		
68	Figure 8 Road Cleat (Regular)	10	pcs		
69	Vent (end) plug	6	pcs		
70	Raincoat and pants with reflector	10	pcs		
71	Blinker (emergency)	2	pcs		
72	Retractable tent (3x6m)	1	pcs		
73	Circlip Pliers	1	pcs		
	CONSTRUCTION MATERIALS:				
74	Bolt, 9 inches	10	pcs		
75	Nails, No. 5	10	kls		
76	steel tape, 3m	1	pcs		
77	Cement	25	bags		
78	Pylux	3	boxes		
79	Steel bars	25	kgs		
80	Sand and gravel	2	cu.m.		
81	shovel	1	pcs		
	ELECTRICAL MATERIALS:				
82	Extension cord with bulb receptacle 5m	2	pcs		
83	Extension cord with 4 outlet 20m	2	pcs		
	KITCHEN SUPPLIES:				
84	bolo, machete knife	2	pcs		
85	caserrole pot	2	pcs		
86	laddle, stainless	2	pcs		
87	spoon	2	doz		
88	fork	2	doz		
	FURNITURES/FIXTURES:				
89	Folding table	2	pcs		
90	Folding bed	2	pcs		
91	Swivel chair	1	unit		
	xxxxxxxxxxxxxxxxxxxx				

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