



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 Procurement Unit (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. : 2025-06-0034

Revised on:

Date: June 2, 2025

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

Office/End-User: Procurement Unit

**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 **Php134,115.00**
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	Book Paper (Legal)	10	reams		
2	Book Paper (A4)	100	reams		
3	Sign Pen .4 (blue) 12 pcs/box	4	boxes		
4	Sign Pen .7 (blue)	15	pcs		
5	Steno Notebook	10	books		
6	Staple with remover (heavy duty)	3	pcs		
7	Correction Tape 8m	20	pcs		
8	Pencil	1	box		
9	Fastener (long) plastic	5	boxes		
10	Fastener (short)	5	boxes		
11	Sticky Notes (3x5 assorted color)	10	pads		
12	Eartag (paper)	20	packs		
13	Record Book (300 pages)	10	books		
14	Record Book (500 pages)	10	books		
15	Toner 85A	15	cartridges		
16	TN-2380	15	cartridges		
17	Paper Organizer (long) 3 layer	2	pcs		
18	Alcohol 70% 500ml	15	bottles		
19	Tissue 2 ply (paper towel) 175 pulls	35	pcs		
20	Dishwashing Liquid (500 ml)	5	bottles		
21	Sponge (small)	5	pcs		
22	Soft broom	2	pcs		
23	Doormat	3	pcs		
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				

**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