



Republic of the Philippines
Department of Public Works and Highways
Cotabato 3rd DISTRICT ENGINEERING OFFICE
Lanao, Kidapawan City, Region XII




Name of Procuring Entry: DPWH Cotabato 3 rd DEO		Request for Quotation (PR No.): 2024-02-0001	
Revised on:		Date:	
Standard For/Title:	REQUEST FOR QUOTATION	Office/End User:	Quality Assurance Section
COMPANY NAME: _____			
ADDRESS: _____		TIN: _____	
TEL. NO: _____			

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 10:00 A.M. of February 26, 2024 in the return envelope attached herewith, to the Procurement Unit, DPWH Cotabato 3rd DEO Lanao, Kidapawan City.

TERMS AND CONDITIONS

- All entries must be typewritten or legibly written.
- Delivery period within fifteen (15) C.D. 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.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- PhilGEPS Certificate, DTI-COR, BIR-COR, Mayor's Permit, Latest BIR ITR, Tax Clearance and Omnibus Sworn Statement, shall be attached upon submission of the quotation.
- Bidders shall submit original brochures of the product (if applicable).
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **Php215,635.00**
- RFQ must be signed by an authorized signatory.
- Bidder/s shall submit sealed quotation.


HAMZA M. BOLOTO, MPA
Chief, Construction Section
BAC Vice-Chairperson

ITEM NO	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
OFFICE SUPPLIES					
1	BINDER CLIPS (32 mm)	15	box		P
2	BOND PAPER A4 (MULTI COPY PAPER A4)	350	ream		
3	CORRECTION TAPE	70	piece		
4	EXPANDED BROWN ENVELOP (LONG)	70	piece		
5	ENGINEERS FIELD NOTEBOOKS	15	piece		
6	FOLDABLE MAGAZINE BOX ORGANIZER	10	piece		
7	SIGN PEN, BLUE LIQUID GEL/INK, 0.5MM NEEDLE TIP	15	box		
8	STAPLE WIRE #35	20	box		
9	STICKY NOTES (Asstd color, 3x3 in)	100	pad		
10	STICKY NOTES, stylish film index, 125 sheets/pad (sign)	20	pad		
11	TONER (TN-660)	12	bottle		
12	FOLDER, LONG (BROWN) 100 pcs/ream	1	ream		
COMPUTER EQUIPMENT AND ACCESORIES					
13	FLASH DRIVE, 64GB CAPACITY	5	Unit		
JANITORIAL SUPPLIES					
14	ALCOHOL, 70% isopropyl, 500ML	25	bottle		
15	DISHWASHING PASTE, 400 grams	5	can		
16	GARBAGE BIN	2	piece		
17	TISSUE (2PLY, PLAIN WHITE)	20	pack		
FURNITURES AND FIXTURES					
18	STEEL FILING CABINET (4 DRAWERS)	1	piece		
*** NOTHING FOLLOWS ***					
TOTAL AMOUNT					P
Please write total amount in words					
Please specify brand name, if applicable.					

Purchase of Office supplies for the use of Quality Assurance Section (1st Quarter CY 2024) of DPWH Cotabato 3rd District Engineering Office, Lanao, Kidapawan City with Contract ID no. RFQ2024-02-0001

Note: The awarding for this RFQ will be lump-sum basis Prospective Bidders/Suppliers must quote for all the items otherwise they will be subjective for disqualification.

Brand and Model:
Delivery Period:

Warranty:
Price Validity:

After having carefully read and accepted your General Condition, I/We quote you on item(s) at prices note above if the spaces for Delivery Period, Warranty and price validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Printed Name / Signature / Date

Tel. No. / Cellphone / E-Mail Address