



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

Name of Procuring Entry: DPWH Cotabato 3 <sup>rd</sup> DEO		Request for Quotation (PR No.): <b>RFQ2025-04-0021</b>
Revised on:		Date:
Standard For/Title:	<b>REQUEST FOR QUOTATION</b>	Office/End User: <b>PROCUREMENT UNIT</b>
COMPANY NAME:		
ADDRESS:		
TEL. NO:		TIN:

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 **April 28, 2025** in the return envelope attached herewith, to the Procurement Unit, DPWH Cotabato 3<sup>rd</sup> DEO Lanao, Kidapawan City.

**TERMS AND CONDITIONS**

1. All entries must be typewritten or legibly written.
2. 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.
3. 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.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration, DTI-COR, BIR-COR, Mayor's Permit.  
Omnibus Sworn Statement, shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product (if applicable).
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php 399,999.09**
9. RFQ must be signed by an authorized signatory.
10. Bidder/s shall submit sealed quotation.

  
**HAMZA M. BOLOTO, MPA**  
Chief, Construction Section  
BAC Chairperson

Stock No.	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
DBM-OTHR-001	Ball point pen (blue)	10	boxes		
OS-008	Bond Paper A4 (Multi Copy Paper)	820	reams		
DBM-OS-134	Bond Paper Legal (Multi Copy Paper)	10	reams		
OS-038	Long Kraft Folder (by 100's)	20	reams		
OS-026	Long Brown Kraft Envelope	20	pcs		
OS-029	Expanded Envelope - Long Brown	10	pcs		
DBM-OS-063	Staple Wire #35	30	boxes		
OS-112	Sign Here Stylish Film Index,125sheets/pad	150	pads		
DBM-OS-130	Sticky Notes 3x3 inches	100	pads		
OS-090	Remover(plier type)	10	pcs		
DBM-OS-122	Stapler with Remover	15	pcs		
DBM-OTHR-005	Double Sided Tape	10	rolls		
DBM-OS-065	Masking Tape	5	rolls		
	Record Book, 200 pages (with number per page)	10	pcs		
DBM-OS-139	Record Book, 300 pages (with number per page)	20	pcs		
DBM-OS-140	Record Book, 500 pages (with number per page)	5	pcs		



DBM-OTHR-024	Push Pin	1	box		
OS-002	Paper Binder Clip (19mm) by 12's	10	boxes		
OS-003	Paper Binder Clip (32mm) by 12's	15	boxes		
OS-004	Paper Binder Clip (50mm) by 12's	10	boxes		
DBM-OS-081	Correction Tape	50	pcs		
DBM-OS-106	MARKER, PERMANENT BLACK	5	pcs		
DBM-OS-011	SIGN PEN, MEDIUM TIP, BLUE	120	pcs		
OS-084	Photo Paper Glossy (A4)	5	pack		
OS-083	Photo Paper Sticker (A4)	5	pack		
DBM-OS-109	Marker, Whiteboard, Black	5	pcs		
OS-064	Pilot Super Color Marker (Refill Ink Black)	5	bottle/s		
INK-037	Ink Brother D-60(Black)	20	bottle/s		
INK-034	Ink Brother BT 5000(Cyan)	8	bottle/s		
INK-035	Ink Brother BT 5000(Magenta)	8	bottle/s		
INK-036	Ink Brother BT 5000(Yellow)	8	bottle/s		
INK-002	EPSON 001 Ink (Black)	15	bottle/s		
INK-003	EPSON 001 Ink (Cyan)	6	bottle/s		
INK-004	EPSON 001 Ink (Magenta)	6	bottle/s		
INK-005	EPSON 001 Ink (Yellow)	6	bottle/s		
INK-014	EPSON L3110 Ink (BK) 003	10	bottle/s		
INK-017	EPSON L3110 Ink (Y) 003	8	bottle/s		
INK-015	EPSON L3110 Ink (CY) 003	8	bottle/s		
INK-016	EPSON L3110 Ink (M) 003	8	bottle/s		
INK-010	EPSON L15150 008 Ink (Black)	45	bottle/s		
INK-011	EPSON L15150 008 Ink (Cyan)	15	bottle/s		
INK-012	EPSON L15150 008 Ink (Magenta)	15	bottle/s		
INK-013	EPSON L15150 008 Ink (Yellow)	15	bottle/s		
DBM-OS-061	Glue	10	bottle/s		
DBM-OS-068	Scotch Tape (White) 1" (Big)	30	rolls		
OS-101	Shoelace (Pair)	100	pcs		
OS-034	Finger Tip Moistener	20	pcs		
DBM-OS-054	Flash Drive (32 GB Memory)	5	pcs		
DBM-OTHR-017	Paper Fastener (Plastic)	10	boxes		
DBM-OS-118	Paper Puncher, Heavy Duty with ruler	5	pcs		
OS-096	Ruler	4	pcs		
DBM-OS-125	Tape Dispencer	4	pcs		

DBM-JS-021	Stick Broom (Wallis Ting-Ting)	2	pcs		
DBM-JS-020	Air Freshener, Aerosol type, 320g	10	bottle/s		
	Garbage Bag (Large)	10	packs		
	Garbage Bag (Small)	40	packs		
DBM-OS-001	Isophrophyl Alcohol with moisturizer 70% (500ml)	40	bottle/s		
JS-006	Fabric Conditioner (900ml)	10	bottle/s		
DBM-JS-027	Disinfectant Spray, Aerosol Type, 400g	5	can		
DBM-JS-022	Soft Broom (Wallis Tambo)	2	pcs		
DBM-OS-142	Toilet tissue paper, 2 ply, 24 rolls in a pack	10	pack		
JS-013	Hand Towel	30	pcs		
DBM-JS-026	Detergent Powder	10	pouch		
JS-008	Feather Duster Desktop	5	pcs		
DBM-JS-033	Rags	5	pcs		
OS-032	Heavy Duty Extension Outlet(10Meters)	2	pcs		
	<b>***Nothing Follows***</b>				
	Please write total amount in words				
	Please specify brand name, if applicable.				
<b>Purpose:</b>	<b>Purchase of Office Supplies for the use of Procurement Unit of DPWH Cotabato 3rd District Engineering Office, Lanao, Kidapawan City, with Contract ID no. RFQ2025-04-0021.</b>				
<b>Note:</b>	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.				
<b>Brand and Model:</b>		<b>Warranty:</b>			
<b>Delivery Period:</b>		<b>Price Validity:</b>			
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					