


Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**DAVAO ORIENTAL**  
**2ND DISTRICT ENGINEERING OFFICE**  
**REGION XI**  
Matiao, City of Mati

Name of Procuring Entity :	Request for Quotation No. <b>24-06-306</b>	P.R. NO: <b>24-06-307</b>
Revised on:	Date: <b>July 9, 2024</b>	
Standard Form/Title :	Office/End-User: <b>Construction Section</b>	
COMPANY NAME :	<b>For use in the Construction Section, DPWH, Matiao, City of Mati, Davao Oriental</b>	
ADDRESS :		
TEL. NO. / FAX NO. :		
		TIN 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 \_\_\_\_\_ in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH, City of Mati, Davao Oriental.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within **10 days** 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 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 certifications of the product, if
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php488,000.00**

  
**FIDELA M. BISEN**  
Asst. District Engineer  
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond paper A4, sub-18, 70gsm	100	ream		
2	Bond paper long, sub-18, 70gsm	15	ream		
3	Binder clips 41mm (12pcs/box)	3	box		
4	Binder clips 19mm (12pcs/box)	3	box		
5	Binder clips 15mm (12pcs/box)	3	box		
6	Binder clips 25mm (12pcs/box)	3	box		
7	Binder clips 32mm (12pcs/box)	3	box		
8	Binder clips 51mm (12pcs/box)	3	box		
9	Folder long	30	piece		
10	Envelope expanded, long	50	piece		

Page 1 of 6 pages

Brand and Model : \_\_\_\_\_  
Delivery Periods : \_\_\_\_\_

Price Validity : \_\_\_\_\_

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BAC Chairperson

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11	Glue (big)	5	piece		
12	Engineer's field book, 10's per pack	3	pack		
13	Masking tape 1/2"	2	roll		
14	Masking tape 3/4"	2	roll		
15	Masking tape 1"	2	roll		
16	Masking tape 2"	2	roll		
17	Double sided tape 3/4"	2	roll		
18	Double sided tape 1"	2	roll		
19	Duct tape	3	roll		
20	Paper fastener plastic small	5	box		

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BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
21	Correction tape	20	piece		
22	Staple wire #35	2	box		
23	Staple wire 23/13 (1/2")	1	box		
24	Stapler with remover	5	piece		
25	Mechanical pencil 0.5	10	piece		
26	Ring binder 3/4"	5	unit		
27	Laminating machine	1	unit		
28	Laminating film	1	ream		
29	Eraser	10	piece		
30	Clear sheet protector (long)	25	pack		

Page 3 of 6 pages

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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
31	Felt paper green	8	piece		
32	Recorder	1	unit		
33	Colored pencils	3	set		
34	Scissor (big)	3	piece		
35	Sticky notes (arrow type)	10	pack		
36	Sticky note (square type 3"x 3")	5	pack		
37	Sticky note (rectangular 3"x5")	5	pack		
38	Bond paper A3 80gsm	25	ream		
39	Picture frame (11" x 14")	20	piece		
40	Photo paper (120gsm)	10	pack		

Page 4 of 6 pages

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41	Battery AA	10	piece		
42	Battery AAA	10	piece		
43	USB 64gb	10	piece		
44	Toner TN328 - black	3	piece		
45	Toner TN328 - cyan	2	piece		
46	Toner 328 - magenta	2	piece		
47	Epson ink 001 -black	3	piece		
48	Epson ink 001 -cyan	3	piece		
49	Epson ink 001 -yellow	3	piece		
50	Epson ink 001 -magenta	3	piece		

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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
51	Drum Unit DR316 - Black	2	unit		
52	Drum Unit DR316 - CMY	2	unit		
53	Mouse (wireless)	3	piece		
54	Wheel meter (big)	4	piece		
55	Steel tape (100m)	4	piece		
56	Cutter (big)	2	piece		
57	Calculator (12 digits)	1	piece		
58	Automatic Blood Pressure Monitor	1	piece		

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