

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 :		24-07-351 P.R. NO: 24-07-351
Revised on:		Date: July 04, 2024
Standard Form/Title :		Office/End-User: Admin. Section
COMPANY NAME :		For use of Personnel Unit, DPWH, Matiao, City of Mati, Davao Oriental
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 applicable.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php698,405.00**


FIDELE M. BISEN
Asst. District Engineer

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Clear sheet protector Legal (10 pcs/pack)	300	pack		
2	Arc file (blue data file folder), legal	150	piece		
3	File box (blue with cover)	75	box		
4	Bond paper A4 (70gsm)	100	ream		
5	Bond paper Long (70gsm)	100	ream		
6	Bond paper A3	5	ream		
7	Stapler with remover #35	3	piece		
8	Staple wire #35	20	box		
9	Staple wire #10	15	box		
10	Stapler remover - plier type	3	piece		
11	Rubber band (big/thick)	3	box		

Brand and Model : _____

Page 1 of 5 pages

Delivery Periods : _____

Price Validity : _____

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FIDE M. BISEN
Asst. District Engineer

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
12	Scissors	3	piece		
13	Tape cassette laminated 18mm	20	piece		
14	Photo paper 120gsm	15	pack		
15	Sticker paper long (10's)	30	pack		
16	Paper clip jumbo	5	box		
17	Paper clip small	10	box		
18	Binder clips 2" width (12pcs/box)	10	box		
19	Binder clips 1" width (12pcs/box)	5	box		
20	Binder clips 1/2" width (12pcs/box)	5	box		
21	Binder clips 3/4" width (12pcs/box)	5	box		
22	Sticky notes (arrow)	50	pack		

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FIDEIA M. BISEN
Asst. District Engineer

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
23	Sticky note (square type 3"x 3")	10	pack		
24	Sticky note (rectangular 3"x5")	10	pack		
25	Correction tape	3	piece		
26	Highlighter (orange color)	5	piece		
27	Highlighter (green color)	5	piece		
28	Highlighter (blue color)	5	piece		
29	Paper fastener (metal)	15	box		
30	Masking tape 1"	5	roll		
31	Masking tape 2"	5	roll		
32	Scotch tape 1"	5	roll		
33	Scotch tape 2"	5	roll		

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FIDELA M. BISEN
Asst. District Engineer

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
34	Double sided tape 1"	5	roll		
35	Double sided tape 2"	5	roll		
36	Mailing envelope (short)	1	piece		
37	Mailing envelope (long)	1	piece		
38	Logbook long (500 pages) red	8	piece		
39	Expanded envelope (legal size)	100	piece		
40	Brown folder legal	250	piece		
41	Brown envelope short	50	piece		
42	Permanent marker - black	5	piece		
43	Duct tape 1 1/2"	15	roll		
44	Laminating film	1	ream		

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FIDELE M. BISEN
Asst. District Engineer

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
45	Tonner TN324 - black	2	piece		
46	Tonner TN324 - yellow	2	piece		
47	Tonner TN324 - magenta	2	piece		
48	Tonner TN324 - cyan	2	piece		
49	Drum Unit DR313 - Black	4	unit		
50	Drum Unit DR313 - CMY	4	unit		

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