


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 : |  | <b>24-02-063</b>   | <b>P.R. NO: 24-02-025</b> |
| Revised on:                |  | Date: <b>February 21, 2024</b>   |                           |
| Standard Form/Title :      |  | Office/End-User: <b>Admin. Section</b>   |                           |
| COMPANY NAME :             |  | <b>For use in the Records Unit, DPWH,<br/>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 applicable.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php565,197.00**

  
**FIDEIA M. BISEN**  
**Engineer III**  
**Asst. District Engineer**

| Item No. | ITEMS & DESCRIPTION            | QTY. | UNIT  | UNIT PRICE | TOTAL PRICE |
|----------|--------------------------------|------|-------|------------|-------------|
| 1        | Binder refill A4 (10 pcs/pack) | 200  | pack  |            |             |
| 2        | Staple wire #35                | 1    | box   |            |             |
| 3        | Binder clip 1"                 | 3    | box   |            |             |
| 4        | Binder clip 1/2"               | 3    | box   |            |             |
| 5        | Binder clip 2"                 | 3    | box   |            |             |
| 6        | Paper clip big                 | 1    | piece |            |             |
| 7        | Glue                           | 3    | piece |            |             |
| 8        | Fastener (metal)               | 1    | box   |            |             |
| 9        | Expanded envelope              | 100  | piece |            |             |
| 10       | Arch file A4                   | 10   | box   |            |             |
| 11       | File box (blue)                | 100  | box   |            |             |

Brand and Model : \_\_\_\_\_

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Delivery Periods : \_\_\_\_\_

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

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Printed Name / Signature / Date

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**FIDELE M. BISEN**  
Engineer III  
Asst. District Engineer

| Item No. | ITEMS & DESCRIPTION             | QTY. | UNIT  | UNIT PRICE | TOTAL PRICE |
|----------|---------------------------------|------|-------|------------|-------------|
| 12       | Legal folder                    | 100  | piece |            |             |
| 13       | Book paper A4                   | 50   | ream  |            |             |
| 14       | Book paper legal                | 20   | ream  |            |             |
| 15       | Book paper A3                   | 10   | ream  |            |             |
| 16       | Photo paper A4                  | 10   | pack  |            |             |
| 17       | Masking tape 1"                 | 10   | roll  |            |             |
| 18       | Scotch tape 1"                  | 10   | roll  |            |             |
| 19       | Double sided tape               | 10   | roll  |            |             |
| 20       | Brown envelope (500's/box)      | 2    | box   |            |             |
| 21       | Mailing envelope with DPWH logo | 2    | box   |            |             |
| 22       | Cutter                          | 3    | piece |            |             |

Brand and Model : \_\_\_\_\_

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Engineer III  
Asst. District Engineer

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|----------|-------------------------|------|-------|------------|-------------|
| 23       | Correction tape         | 5    | piece |            |             |
| 24       | Rubber band             | 1    | ream  |            |             |
| 25       | Scissors                | 3    | ream  |            |             |
| 26       | Stamp pad               | 3    | ream  |            |             |
| 27       | Stamp ink blue          | 3    | pack  |            |             |
| 28       | Stamp ink violet        | 3    | roll  |            |             |
| 29       | Colored A4 (Green)      | 4    | roll  |            |             |
| 30       | Battery AAA             | 6    | roll  |            |             |
| 31       | Epson ink 664 - black   | 15   | piece |            |             |
| 32       | Epson ink 664 - cyan    | 10   | piece |            |             |
| 33       | Epson ink 664 - magenta | 10   | piece |            |             |

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**FIDELA M. BISEN**  
Engineer III  
Asst. District Engineer

| Item No. | ITEMS & DESCRIPTION     | QTY. | UNIT  | UNIT PRICE | TOTAL PRICE |
|----------|-------------------------|------|-------|------------|-------------|
| 34       | Epson ink 664 - yellow  | 10   | piece |            |             |
| 35       | Epson ink 003 - black   | 15   | piece |            |             |
| 36       | Epson ink 003 - cyan    | 10   | piece |            |             |
| 37       | Epson ink 003 - magenta | 10   | piece |            |             |
| 38       | Epson ink 003 - yellow  | 10   | piece |            |             |
| 39       | Toner 324BK - black     | 3    | piece |            |             |
| 40       | Toner 324C - cyan       | 2    | piece |            |             |
| 41       | Toner 324M - magenta    | 2    | piece |            |             |
| 42       | Toner 324Y - yellow     | 2    | piece |            |             |
| 43       | Drum unit DR313 - black | 3    | piece |            |             |
| 44       | Drum unit DR313 CMY     | 2    | piece |            |             |

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