



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 :	25-02-021	P.R. NO: 25-01-020
Revised on:	Date: February 10, 2025	
Standard Form/Title :	Office/End-User: Finance Section	
COMPANY NAME :	For use in the Finance Section, 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 **Php433,735.00**

**CRISPIN P. VALLES**  
Engineer III

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Multi insect killer, 500ml	3	bottle		
2	Air freshener	3	bottle		
3	Logbook (500 pages)	7	piece		
4	Logbook (300 pages)	3	piece		
5	Stapler with remover	4	piece		
6	Staple wire #35	20	box		
7	Bond paper A4	75	ream		
8	Bond paper Long	25	ream		
9	Bond paper A3	25	ream		
10	Double sided tape 1"	6	roll		
11	Duct tape 48mm (gray)	5	roll		

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

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

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

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Printed Name / Signature / Date

Tel. No. / Cellphone No. / E-mail Address

Website: www.dpwh.gov.ph

Tel. No(s).: (087) 811-7576





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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
12	Sticky notes (tabbing)	30	pack		
13	Sticky notes 3x3	10	pack		
14	Correction tape	30	piece		
15	Scissors (big)	5	piece		
16	Scotch tape 3"	5	roll		
17	Arch file (blue) Long	150	piece		
18	Clear sheet protector Long	100	pack		
19	Clear sheet protector A4	100	pack		
20	Paper clip (big)	3	box		
21	Paper clip (small)	3	box		
22	Calculator (big)	1	piece		

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Engineer III

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
23	Tonner TN328K - Black	2	piece		
24	Tonner TN328C - Cyan	2	piece		
25	Tonner TN328M - Magenta	2	piece		
26	Tonner TN328Y - Yellow	2	piece		
27	Developing Unit DV313 - Black	1	piece		
28	Epson ink 001 - black	5	piece		
29	Numbering rubber stamp (12 digits)	5	piece		
30	Big stamp pad	2	piece		
31	Purple ink for stam pad	5	bottle		
32	Photo paper A4 (glossy)	3	pack		
33	Photo paper A4 (matte)	3	pack		

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

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Engineer III

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34	Paper sticker A4 (matte)	5	pack		
35	Puncher double hole	2	piece		
36	Binder clips 51mm (12pcs/box)	5	box		
37	Binder clips 41mm (12pcs/box)	3	box		
38	Dishwashing soap with foam	10	piece		
39	Bathroom tissue	20	rolls		
40	Alcohol	10	bottle		
41	Carbon paper	2	box		
	x - x - x - nothing follows - x - x - x				

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