



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



Name of Procuring Entity :	25-03-058	P.R. NO: 25-03-070
Revised on:	Date:	March 21, 2025
Standard Form/Title :	Office/End-User: Administrative Section	
COMPANY NAME :	Procurement of Office Supplies for the use of Human Resource Management 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 **Php865,965.00**

**CRISPIN P. VALLES**  
Engineer III

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Clear sheet protector Long	500	pack		
2	Arch file (blue) Long	100	piece		
3	File box (blue with cover)	100	piece		
4	Bond paper A4 70gsm	120	ream		
5	Bond paper Long 70gsm	80	ream		
6	Bond paper A3 70gsm	4	ream		
7	Staple wire #35	1	box		
8	Staple wire #10	20	box		
9	Rubber bond (big/thick)	1	box		
10	Scissor	2	piece		
11	Tape cassette laminated 18mm	30	piece		
12	Photo paper 180gsm	15	pack		
13	Sticker paper long	15	pack		

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

Page 1 of 5 pages

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

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

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14	Paper clip 50mm	5	box		
15	Paper clip 33mm	10	box		
16	Binder clip - 2"	10	box		
17	Binder clip - 1"	5	box		
18	Binder clip - 1/2"	5	box		
19	Binder clip - 3/4"	5	box		
20	Sticky notes (arrow)	50	pack		
21	Sticky notes 3x3	5	pack		
22	Sticky notes 3x4	5	pack		
23	Sticky notes 3x5	5	pack		
24	Correction tape	48	piece		
25	Marker (orange)	4	piece		
26	Marker (green)	4	piece		

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Page 2 of 5 pages

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27	Marker (blue)	4	piece		
28	Fastener (metal)	15	box		
29	Glue (130g)	1	bottle		
30	Masking tape 1"	2	roll		
31	Masking tape 2"	2	roll		
32	Scotch tape 1"	5	roll		
33	Scotch tape 2"	5	roll		
34	Double sided tape 1"	5	roll		
35	Double sided tape 2"	5	roll		
36	Mailing envelope (big)	1	box		
37	Mailing envelope (small)	1	box		
38	Record book 500 pages (red)	8	piece		
39	Record book 300 pages (red)	6	piece		

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

Page 3 of 5 pages

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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
40	Record book A4 300 pages (blue)	2	piece		
41	Expanded envelope (legal)	150	piece		
42	Brown folder (long)	150	piece		
43	Permanent pen marker - black	2	piece		
44	Friction pen .5	24	piece		
45	Duct tape 1½ inch	5	roll		
46	Tonner TN324K - black	2	piece		
47	Tonner TN324Y - yellow	2	piece		
48	Tonner TN324M - magenta	4	piece		
49	Tonner TN324K - cyan	2	piece		
50	Drum Unit DR313 - black	3	piece		
51	Drum Unit DR313 - yellow	2	piece		
52	Drum Unit DR313 - magenta	2	piece		

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53	Drum Unit DR313 - cyan	2	piece		
54	Epson Ink 664 - black	3	piece		
55	Epson Ink 664 - yellow	3	piece		
56	Epson Ink 664 - magenta	3	piece		
57	Epson Ink 664 - cyan	3	piece		
58	Flashdrive 64g	1	piece		
	<b>x-x-x - nothing follows -x-x-x</b>				

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