



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 :	25-03-059	P.R. NO: 25-03-071
Revised on:	Date: March 21, 2025	
Standard Form/Title :	Office/End-User: Construction Section	
COMPANY NAME :	Procurement of Office Supplies for the use of Construction, DPWH, Matiao, City of Mati, Davao Oriental	
ADDRESS :	TIN NO.	
TEL. NO. / FAX 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 **Php489,977.00**


CRISPIN P. VALLES
Engineer III

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond paper A4 70gsm	100	ream		
2	Bond paper A3 70gsm	50	ream		
3	Binder clip - 51mm	5	box		
4	Binder clip - 41mm	5	box		
5	Binder clip - 32mm	5	box		
6	Binder clip - 25mm	5	box		
7	Binder clip - 19mm	5	box		
8	Binder clip - 15mm	5	box		
9	Folder long (brown)	100	piece		
10	Expanded envelope long	100	piece		
11	Glue (130g)	15	bottle		
12	Paper clip 50mm	3	box		
13	Paper clip 33mm	3	box		

Brand and Model : _____

Page 1 of 5 pages

Delivery Periods : _____

Price Validity : _____

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14	Masking tape 2"	2	roll		
15	Masking tape 1 ½"	2	roll		
16	Masking tape 1"	2	roll		
17	Masking tape ¾"	2	roll		
18	Masking tape ½"	2	roll		
19	Double sided tape 1"	2	roll		
20	Double sided tape 2"	2	roll		
21	Scotch tape 2"	2	roll		
22	Scotch tape 1"	2	roll		
23	Sticky notes 3x3	20	pack		
24	Sticky notes 3x4	20	pack		
25	Sticky notes 3x5	20	pack		
26	Sticky notes (sign here)	30	pack		

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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
27	Duct tape 1½ inch	5	roll		
28	Correction tape	20	piece		
29	Staple wire #35	5	box		
30	Photo paper 120gsm (50pcs/pack)	8	pack		
31	Sticker paper	10	pack		
32	Stapler #35 (with remover)	5	piece		
33	Steel tape 5mm	5	piece		
34	Mechanical pencil	20	piece		
35	Mechanical pencil lead	2	box		
36	Clear sheet protector Long	50	pack		
37	Picture frame 11x14	20	piece		
38	Colored pencil	3	set		
39	G-tech pen	12	piece		

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40	Permanent marker black	5	piece		
41	Wyte board marker	5	piece		
42	Battery (double A) 2pcs/pack	10	pack		
43	Battery (triple A) 4pcs/pack	10	pack		
44	File box (blue with cover)	20	piece		
45	Arch file (blue) Long	100	piece		
46	Puncher	8	piece		
47	Marker black (use geotag picture signature)	20	piece		
48	Colored marker asstd.	6	piece		
49	paper shredder machine	1	unit		
50	Ring binder 1/2"	10	piece		
51	Ring binder 1"	10	piece		
52	Mouse pad	10	piece		

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Page 4 of 5 pages

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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
53	Mouse	8	piece		
54	Hard drive 1TB	1	piece		
55	Flashdrive 64g	1	piece		
56	Tonner TN328K - black	3	piece		
57	Tonner TN328Y - yellow	3	piece		
58	Tonner TN3248M - magenta	3	piece		
59	Tonner TN328K - cyan	3	piece		
60	Stamp pad (Certified machine copy)	2	piece		
61	Stamp pad (For and in the absence of:)	2	piece		
	x-x-x - nothing follows -x-x-x				

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Page 5 of 5 pages

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