



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SOUTH COTABATO 2ND
DISTRICT ENGINEERING OFFICE
City of Koronadal, South Cotabato Region XII

Name of Procuring Entity: DPWH-SC2nd DEO

Request for Quotation : GMG-2024-0041

Revised on :

Date : November 11, 2024

Standard Form/Title : REQUEST FOR QUOTATION

Office/End-User : DPWH-SC2ND DEO

COMPANY NAME :

ADDRESS :


TEL. NO./FAX No. :

TIN :

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. on November 18, 2024** in the return envelope attached herewith.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period is **within Seven (7) calendar days** upon the 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; 3 years for IT Equipment from the date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration Certificate, Mayor's Permit, & DTI shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php 692,940.00.**


SUSAN M. TAPIT, MPA, JD
Engineer III
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Supply/Delivery of Office and Janitorial Supplies for use DPWH-South Cotabato 2nd DEO, Koronadal City, South Cotabato				
1	Archfile Folder, A4, blue, with customized DPWH Logo	400	piece		
2	Archfile Folder, Legal, blue, with customized DPWH Logo	100	piece		
3	Ballpen, black, fine point 0.5	120	piece		
4	Correction Pen, metal ballpoint	30	piece		
5	Correction Tape	60	piece		
6	Envelope, brown, A4	150	piece		
7	Envelope, brown, legal	150	piece		
8	External Hard Drive, 1TB	5	piece		
9	Finger Tip Moistener	20	piece		
10	Flash Drive, 32GB capacity	10	piece		
11	Paper Fastener, long, plastic 6"	20	box		
12	Paper, multicopy, 80gsm, size: 210mmx297mm, A4	825	ream		
13	Paper, multicopy, 80gsm, size: 216mmx356mm, legal	40	ream		
14	Paper, forms, A3	20	ream		
15	Paper Puncher, heavy duty	5	piece		
16	Pen, refill (for Parker), black	20	piece		
17	Pen, refill (for Parker), blue	20	piece		
18	Record Book, 200 pages (with page number), hard bound	20	book		
19	Record Book, 500 pages (with page number), hard bound	20	book		
20	Sign Pen, blue, liquid ink 0.7	60	piece		
21	Sign Pen, black, liquid ink 0.7	60	piece		
22	Sign Pen, green, liquid ink 0.5	12	piece		
23	Sign Pen, red, liquid ink 0.5	12	piece		
24	Sticky Notes, 2'x3'	30	piece		

Brand and Model :

Warranty :

Delivery Period :

Price Validity :

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions

Printed Name / Signature / Date

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



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	Supply/Delivery of Office and Janitorial Supplies for use DPWH-South Cotabato 2nd DEO, Koronadal City, South Cotabato				
25	Air Freshener, 280ml/can	40	can		
26	Alcohol, 70% isopropyl, 4 liters	25	gallon		
27	Detergent Powder, all purpose, 40 grams, sachet	80	dozen		
28	Dishwashing Paste, 200 grams	100	can		
29	Disinfectant Spray, aerosol type, 400-550 grams	20	bottle		
30	Fabric Conditioner, sachet, 22ml	80	dozen		
31	Furniture Polish, 330ml	30	bottle		
32	Glass Cleaner, 500ml	24	bottle		
33	Liquid Sosa, 1000ml	5	bottle		
34	Liquid Bleaching Cleaner, 900ml	30	bottle		
35	Mop Squeezer	8	piece		
36	Mosquito Spray, 500ml	24	can		
37	Muriatic Acid, 1 liter	12	bottle		
38	Oxalic Acid, concentrate, 500 grams	30	pack		
39	Soap, bathroom, regular size	50	piece		
40	Soap, liquid, 500ml	24	bottle		
41	Tissue Paper (rolled), 12's/pack	30	roll		
42	Tissue Paper (facial)	30	box		

Brand and Model :

Warranty :

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