



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
COTABATO 1st DISTRICT ENGINEERING OFFICE
Midsayap, Cotabato, Region XII

Contract Name : Supply/Delivery of Office and Janitorial Supplies for Use in Administrative Section (2nd Quarter of 2025)

Location of the Contract : DPWH Cotabato 1st DEO

Name of the Procuring Entity : DPWH-COTABATO 1ST DEO

Request for Quotation No. : 2025-05-0027

Revised on:

Date: May 23, 2025

Standard Form/Title: **REQUEST FOR QUOTATION**

Office/End-User: Administrative Section

COMPANY NAME :

ADDRESS :

TEL.NO./FAX NO. :

TIN:

Please quote your lowest price in the items(s) listed below, subject **June 17, 2025**, in the return enveloped attached herewith, to the BAC Secretariat, DPWH-Cotabato 1st District Engineering Office, Villarica, Midsayap, Cotabato.

TERM AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **Fifteen (15) CD** upon receipt of the approved funded Purchase Order (P.O), Amministrative 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 IT 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 certification of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php266,348.00**
9. All documentary requirements for the **Small Value Procurement** including the signed and notarized **Sworn Statement** shall be attached upon submission of the quotation.
10. **Quotation thru mail/fax will not be accepted**


RODERICK R. BACENA
Engineer III
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Book Paper, Legal	200	reams		
2	Book Paper, A4	230	reams		
3	Ballpen, blue (0.5)	8	boxes		
4	Ballpen, green (0.5)	3	boxes		
5	Binder Clips, 3/4 (19mm)	3	boxes		
6	Binder Clips, 1" (25mm)	5	boxes		
7	Binder Clips, 2" (51mm)	6	boxes		
8	Record Book 300 pages	33	books		
9	Record Book 500 pages	41	books		
10	Pencil #2	6	boxes		
11	Correction Tape, 8m	72	pcs		
12	Staple Wire #35	38	boxes		
13	Calculator (12 digits)	4	units		
14	Ear Tag (paper)	20	pads		
15	Staple Wire Remover	4	pcs		
16	Staple w/ Remover, Heavy duty	5	pcs		
17	Ruler Plastic (transparent)	11	pcs		
18	Stamp Pad (blue)	3	pcs		
19	Stamp Pad Ink (violet or purple) 950 ml	6	bottles		
20	Colored Papel Long (Golden Yellow)	2	reams		
21	Colored Papel Long (Patel Green)	2	reams		
22	Colored Papel Long (Pastel Blue)	2	reams		
23	Colored Papel Long (Pastel Pink)	2	reams		
24	Toner (OPT-TN 3448) Brother	15	cartridge		
25	Sign Pen (my gel, Blue 0.5)	5	boxes		
26	Plastic Fastener, long	5	boxes		
27	Plastic Fastener, short	3	boxes		
28	Brother Ink - BTD60BK (Black)	5	bottles		
29	Brother Ink - 5000Y (yellow)	5	bottles		
30	Brother Ink - 5000M (Magenta)	5	bottles		

