



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

Contract ID : **24GMD0020**

Contract Name : **Supply/Delivery of Office Supplies for Use in Construction Section (2nd Quarter of 2024)**

Location of the Contract : DPWH Cotabato 1st DEO

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

Purchase Request No. : 24-03-0026

Revised on:

Date: March 6, 2024

Standard Form/Title: REQUEST FOR QUOTATION

Office/End-User: Construction Section

**COMPANY NAME**

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**ADDRESS**

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**TEL.NO./FAX NO.**

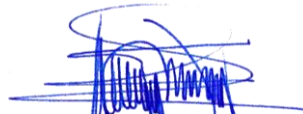
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**TIN:**

Please quote your lowest price in the items(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 **March 27, 2024**, in the return enveloped attached herewith, to the BAC Secretariat, DPWH-Cotabato 1st District Engineering Office, Villarica, Midsayap, Cotabato.

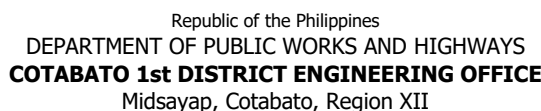
**TERM AND CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within Fifteen (15) C.D. 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; 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-EPIS 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 **P267,692.50.**
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- PDS  
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Paper Book A4	200	reams		
2	Paper Book Legal	30	reams		
3	Arch binder with DPWH logo (A4)	50	pcs.		
4	Ball Pen (Pilot G-2 0.5mm) Black	24	pcs.		
5	Photo Paper (A4) glossy	20	packs		
6	Double Sided Tape	20	rolls		
7	Flourescent color Sticky Notes (4.55cm.-1.2cm)	15	pack		
8	Colored Pencil (8 colors)	15	boxes		
9	Pentel Pen (Fine)	20	pcs.		
10	Scotch Tape 1 inch	10	rolls		
11	Flash Drive, 4GB	20	pcs.		
12	Flash Drive, 64GB	15	pcs.		
13	Floder Long Brown	100	pcs.		
14	Battery, rechargeable AA 800 MAH 4 pcs./pack	12	pack		
15	Battery, rechargeable AAA 2300 MAH 4 pcs./pack	12	pack		
16	Binder Clips, 1 inch	20	boxes		
17	Binder Clips, 2 inches	10	boxes		
18	Correction Tape	20	pcs.		
19	Envelope Brown Long	100	pcs.		
20	Envelop Expanded Brown Long	50	pcs.		
21	Epson Ink (003 Black)	20	bot.		
22	Epson Ink (003 Cyan)	6	bots		
23	Epson Ink (003 Magenta)	6	bots		
24	Epson Ink (003 Yellow)	6	bots		
25	Brother Ink Black (BT 6000 BK)	8	bots		
26	Monggol 2 Pencil	12	boxes		
27	Staple Wire # 35	5	boxes		
28	Push pins	20	pcs.		
29	Sign Pen My Gel Blue 0.5	40	pcs.		
30	SSD Hard Drive 500GB	4	pcs.		



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**AMOUNT IN WORDS:**

Brand and Model:

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**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 Condition specified by DPWH.*

Tel No. (064) 577-0389

Telefax No. (064) 577-0389

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*Printed name/Signature/Date*

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





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