



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

Contract ID : **24GMD0022**

Contract Name : **Supply/Delivery of Office, Electrical, Janitorial Supplies and Furniture & Fixture for Use in Auditor's Office (2nd Quarter of 2024)**

Location of the Contract : DPWH Cotabato 1st DEO

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

Purchase Request No. : 24-03-0028

Revised on:

Date: March 8, 2024

Standard Form/Title: REQUEST FOR QUOTATION

Office/End-User: Auditor's Office

COMPANY NAME	:	
ADDRESS	:	
TEL.NO./FAX NO.	:	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 **P222,382.00**.
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- PDS
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
A. Common Office Supplies					
1	Book Paper, A4	30	reams		
2	Toilet Tissue paper 12 pcs./pack	12	packs		
3	HP Ink 680 (black)	50	cart.		
4	HP Ink 680 (tri-colored)	10	cart.		
5	Mouse pad	3	pcs.		
6	Envelope, brown, long	10	pcs.		
7	Fastener, plastic (50pcs/box), long	2	box		
8	Folder, brown, long	25	pcs.		
9	Marker, whiteboard, black	6	pcs		
10	Pentel pen, black, broad	6	pcs.		
11	Pentel pen, black, fine	6	pcs.		
12	Self Adhesive Index Tabs	6	pack		
13	Wall Clock (Heavy Duty)	1	unit		
14	PVC bookbinding cover-clear, short	1	pack		
15	Corrugated box, big, APS	50	pcs		
16	EPSON Ink, black, L5290	4	bott.		
17	EPSON Ink, cyan, L5290	4	bott.		
18	EPSON Ink, yellow, L5290	4	bott.		
19	EPSON Ink, magenta, L5290	4	bott.		
20	OPT TN-3448 Toner (paperyield 8000 @ 5% coverage)	8	cart.		
B. Common Electrical Supplies					
21	LED bulb (18 watts)	3	pcs.		
C. Common Janitorial Supplies					
22	Air freshener, aerosole type, 320 ml, fresh lemon scent	3	can		
23	Air freshener, aerosole type, 320 ml, lavender scent	3	can		
24	Broom, soft, tambo	3	pcs.		
25	Detergent powder, all purpose (1kg.)	6	packs		
26	Dishwashing liquid, 500 ml	12	bott.		
27	Disinfectant spray, 340 g	3	can		
28	Liquid hand soap, 500 ml, cranberry	3	bott.		
29	Muriatic Acid, 1 gallon	2	gallon		
30	Toilet deodorant cake, floral scent	12	pc.		

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