



Republic of the Philippines
Department of Public Works and Highways
Cotabato 3rd DISTRICT ENGINEERING OFFICE
Lanao, Kidapawan City, Region XII

Name of Procuring Entry: DPWH Cotabato 3 rd DEO		Request for Quotation (PR No.): RFQ2024-08-0017	
Revised on:		Date:	
Standard For/Title:	REQUEST FOR QUOTATION	Office/End User:	Administrative Section
COMPANY NAME:			
ADDRESS:			
TEL. 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. of **August 05, 2024** in the return envelope attached herewith, to the Procurement Unit, DPWH Cotabato 3rd DEO Lanao, Kidapawan City.

TERMS AND CONDITIONS

- All entries must be typewritten or legibly written.
- 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.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- PhilGEPS Registration, DTI-COR, BIR-COR, Mayor's Permit.
Omnibus Sworn Statement, shall be attached upon submission of the quotation.
- Bidders shall submit original brochures of the product (if applicable).
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **Php 390,190.00.**
- RFQ must be signed by an authorized signatory.
- Bidder/s shall submit sealed quotation.


ARCADIO G. RAYRAY, JR., MPA

Assistant District Engineer
BAC Chairperson

ITEM NO	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper, Multicopy A4, 70 gsm	75	Box		P
2	Bond Paper, Multicopy Long 70 GSM	1	box		
3	Bond Paper, A4 Green	1	Box		
4	Staple Wire # 35	50	boxes		
5	Sign Pen, Hi-tecpoint V5 Grip - , BLUE	10	boxes		
6	Ball Point Pen, (Blue) 0.5	5	boxes		
7	Paper Clip, Small (35mm)	40	boxes		
8	Correction Tape	20	pcs		
9	Sticky Note (Sign here)	50	pcs		
10	Stapler with Remover, Heavy Duty	9	pcs		
11	Folder, Long, Assorted Color	100	pcs		
12	INK TN-660	20	cart		
13	INK (Black) BT6000BK	12	bottle		
14	INK (Cyan) BT5000C	12	bottle		
15	INK (Yellow) BT5000Y	12	bottle		
16	INK (Magenta) BT5000M	12	bottle		
17	INK-OPT-CRG054K- BLACK	20	cartridge		
18	INK-OPT-CRG054C- CYAN	5	cartridge		
19	INK-OPT-CRG054Y- YELLOW	4	cartridge		
20	INK-OPT-CRG054M- MAGENTA	5	cartridge		

	JANITORIAL SUPPLIES				
21	Detergent Powder, All Purpose 1 kg	20	pack		
22	Fabric Conditioner 900ml	10	bottle		
	*** NOTHING FOLLOWS ***				
	TOTAL AMOUNT				
	Please write total amount in words				
	Please specify brand name, if applicable.				
	Purchase of Office Supplies and Materials for the use of Administrative Section (HRMU, SPMU, RMU, CASH Unit) for 3rd Quarter C.Y 2024 of DPWH Cotabato 3rd DEO, Lanao, Kidapawan City. with Contract ID no. RFQ2024-08-0017				
Note:	The awarding for this RFQ will be lump-sum basis Prospective Bidders/Suppliers must quote for all the items otherwise they will be subjective for disqualification.				
Brand and Model:			Warranty:		
Delivery Period:			Price Validity:		
<p>After having carefully read and accepted your General Condition, I/We quote you on item(s) at prices note above if the spaces for Delivery Period, Warranty and price validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.</p>					
			Printed Name / Signature / Date		
			Tel. No. / Cellphone / E-Mail Address		