



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**SOUTH COTABATO 1ST**  
**DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE XII  
Tindalo St., Balite, Brgy. Lagao, General Santos City

Name of Procuring Entity : DPWH So. Cot. 1ST , DEO, GSC Request for Quotation PR No: 2025-04-109-074

Revised on : Date : May 15, 2025

Standard Form/Title	:	REQUEST FOR QUOTATION (Shopping)	Office/End - User :	Maintenance Section
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. Of May 27, 2025** in the return envelope attached herewith to Procurement Office of Department of Public Works and Highways South Cotabato 1st District Engineering Office, Tindalo St., Balite, Brgy. Lagao, General Santos City.

**TERMS and CONDITIONS:**

- All entries must be typewriter or legibly written.
- Delivery period within 30 CD 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 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.
- G-EPS Registration Number, Mayor's/Business Permit and Omnibus Sworn Statement shall be attached upon submission of the quotation.
- Bidders shall submit original brochures of the product.
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **P 179,178.00**

**(SGD) ADRIANO N. NOGODULA III**  
OIC-Assistant District Engineer  
BAC Chairperson

Stock Property No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Supply and Delivery of Common Office Supplies, Janitorial Supplies and Electrical Supplies for use in the operation of the Maintenance Section, DPWH South Cotabato 1st DEO General Santos City.</b>				
	<b>Common Office Supplies</b>				
OS-00-4	BINDER A4 WITH DPWH LOGO	100	PCS		
OS-172	BULLDOG CLIP/ SPRING CLIP, 3", 6 PCS/BOX	10	BOX		
OS-00-9	CLIP, BACK FOLD, 19MM, 12 PCS	10	BOX		
OS-0-10	CLIP, BACK FOLD, 25MM, 12 PCS	10	BOX		
OS-0-11	CLIP, BACK FOLD, 32MM, 12 PCS	10	BOX		
OS-0-12	CLIP, BACK FOLD, 44MM, 12 PCS	10	BOX		
OS-0-13	CLIP, BACK FOLD, 51MM, 12 PCS	10	BOX		
OS-00-7	CALCULATOR, SCIENTIFIC, FX 991ES PLUS	2	UNIT		
OS-00-8	CLEAR SHEET PROTECTOR (REFILL) 10 PCS/PACK, A4 11 HOLES	50	PACK		
OS-0-22	CORRECTION TAPE, 5MM X 8M	50	PCS		
OS-023	CUTTER SCREW LOCK, HEAVY DUTY, LARGE, 18MM	10	PCS		
OS-0-25	DATER, SMALL, 3MM	3	PCS		
OS-0-33	FASTENER, METAL 70MM BETWEEN PRONGS	30	BOX		

OS-0-35	FOLDER, TAG BOARD A4 SIZE	150	PCS		
OS-037	GLUE, ALL PURPOSE, 130 GRAMS	10	BTL		
OS-039	ID PUNCHER, OBLONG	1	UNIT		
OS-041	LAMINATING FILM ID SIZE: 65X95MM, 250 MICRON, 50PCS/BOX	5	BOX		
OS-0-42	MARKER, FLOURECENT	30	PCS		
OS-0-45	MARKER, PERMANENT, BROAD, BLACK	10	PCS		
OS-0-46	MARKER, PERMANENT, BROAD, BLUE	10	PCS		
OS-0-49	MARKER, WHITEBOARD, BROAD, BLACK	10	PCS		
OS-0-50	MARKER, WHITEBOARD, BROAD, BLUE	10	PCS		
OS-0-52	NOTE PAD, (1X3), 100 SHEETS, 5 PADS PER PACK	10	PACK		
OS-0-53	NOTE PAD, (2X3), 100 SHEETS, PAD	10	PAD		
OS-0-54	NOTE PAD, (3X3), 100 SHEETS, PAD	10	PAD		
OS-0-55	NOTE PAD, (3X4), 100 SHEETS, PAD	10	PAD		
OS-0-64	PAPER, MULTICOPY, 80GSM, SIZE: 210MM X 297MM (A4)	173	REAM		
OS-0-65	PAPER, MULTICOPY, 80GSM, SIZE: 216MM X 330M (LEAGAL)	15	REAM		
OS-0-67	PENCIL LEAD WITH ERASER 1 DOZEN PER BOX	5	BOX		
OS-0-71	PHOTO PAPER, A4 20 SHEETS, GLOSSY, 135GSM	20	PACK		
OS-0-73	PUNCHER, HEAVY DUTY	5	PCS		
OS-086	SCISSORS 6 INCHES	5	PCS		
OS-0-88	SIGN PEN, BLUE, BALLPOINT 0.7, V7 GRIP	52	PCS		
OS-0-87	SIGN PEN, BLACK, BALLPOINT, 0.3	50	PCS		
OS-0-90	SIGN PEN, BLACK, LIQUID INK, 0.3MM HI-TECHPOINT V7	50	PCS		
OS-108	STAPLE WIRE #35	15	PCS		
OS-111	STAPLER (HEAVY DUTY)	10	UNIT		
OS-114	STICKY NOTES STYLISH FILM INDEX (WITH "SIGN HERE" PRINT)	10	PACK		
OS-026	TAPE, DOUBLE SIDED, 1 INCH	10	ROLL		
OS-120	TAPE, MASKING 48MM (1 INCH)	10	ROLL		
OS-123	TAPE, TRANSPARENT, 24MM (1 INCH)	5	ROLL		
OS-127	WHITE MAILING ENVELOPE, LONG 500 PIECES PER BOX	1	BOX		
	<b><u>Common Janitorial Supplies</u></b>				
OJ-003	ALCOHOL - 70% ETHYL WITH MOISTURIZER, 3,500 ML	10	GALS		
OJ-002	ALCOHOL - SCENTED (70% SOLUTION, 5 IN 1 PROTECTION TOTAL DEFENSE), 500 ML	20	BTL		
OJ-007	BROOM, SOFT (WALIS TAMBO)	10	PCS		

OJ-0-15	DISHWASHING LIQUID, 475ML	15	BTL		
OJ-024	FABRIC CONDITIONER, 900ML	10	BTL		

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OJ-0-29	FLOOR MOP, TORNADO MOP WITH SPIN DRY (HEAVY DUTY), COLOR: BEIGE OR BROWN, DIMENSION: BUCKET-49.5X27.5X31.5 CM HEAD:124.5X16.3 CM	6	UNIT		
OJ-0-38	INSECTICIDE SPRAY, MULTI INSECT KILLER WATER-BASED SPRAY AEROSOL, 500ML	10	BTL		
OJ-005	LIQUID BLEACH COLOR, SAFE BLOSSOM FRESH WITH OXYGEN BLEACH, 3.6LITERS	10	GALS		
OJ-0-41	MURIATIC ACID, 300ML	10	BTL		
OJ-0-42	POWDER, DETERGENT, 1 KG., OXIBLEACH	10	POUCH		
OJ-066	POWDER, DETERGENT, 2 KG., SCENTED	10	POUCH		
OJ-0-48	TOILET DEODORIZER	30	PCS		
OJ-0-50	TOILET TISSUE, 3 PLY	200	ROLL		
	<b>Common Electrical Supplies</b>				
ES-00-1	BATTERY SIZE, AA ALKALINE, 2 PIECES PER BLISTER PACK	5	PACK		
ES-00-2	BATTERY SIZE, AAA ALKALINE, 2 PIECES PER BLISTER PACK	5	PACK		
ES-022	POWER ADAPTER, 3-HOLES, UNIVERSAL	2	PCS		

**Total Amount in Figures Php:**

**Total Amount in Words:**

**The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all of the name. Otherwise, they will be subjected for disqualification.**

Please specify brand name otherwise, bids will not be accepted.

**Brand and Model**

**Delivery Period**

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\_\_\_\_\_

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 specified by DPWH.

**c/o ADRIANO N. NOGODULA III**

BAC Chairperson

DPWH, South Cotabato 1st DEO, General Santos City

Printed Name / Signature / Date

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

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