



R+A2:BG47epublic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
Sultan Kudarat 1st District Engineering Office  
Isulan, Sultan Kudarat, Region XII

Name of Procuring Entity : SK 1st District Engineering office Request For Quotation : 2024-06-0031 (P.R. No.) 2024-06-0042

Revised on : Date : July 5, 2024

Standard Form/Title : REQUEST FOR QUOTATION Office/End-User : Maintenance Section

COMPANY NAME :

ADDRESS :

TEL. NO./FAX No. :

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 \_\_\_\_\_ in the return envelope attached herewith, to the Goods & Services Division, Procurement Services, 5th Floor, Bonifacio Drive, Port Area, Manila.

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written.
2. Delivery period within 30 Calendar Days 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 of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is P151,173.29

  
**ANSARE M. BUSRAN**  
BAC - Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Purchase of office Supplies for use in the Routine maintenance and other related activities					
1	Book Paper 80gsm A4	150	reams		
2	Book paper 80 gsm A4 Blue	20	reams		
3	Book paper A3	24	reams		
4	Ballpen, Ordinary (12pcs/box, fine pen )Black	2	box		
5	Ballpen, Ordinary (12pcs/box, fine pen )Blue	2	box		
6	Sign pen 0.4 G-Tec-C4 Black	2	box		
7	Sign pen 0.4 G-Tec-C4 Blue	2	box		
8	Sign pen G2 0.5 Black	2	box		
9	Sign pen G2 0.5 Blue	2	box		
10	Air Freshener 320ml (Assorted scent)	12	can		
11	Tape dispenser 1"	3	pcs		
12	Flash Drive 32GB	3	pcs		
13	Alcohol 70% Ethyl 500ml, anti disinfectant w/ moisturizer	50	bot		
14	Sponge with Scrubbing pad (Heavy duty)	24	pcs		
15	Dishwashing liquid 475ml	12	bot		
16	Tissue Paper, 3ply 10rolls/pack	20	pack		
17	Glue, All Purpose 130g	6	pcs		
18	Photo paper A4	6	pack		
19	Paper Clip, 50mm jumbo	5	box		
20	Folder Legal, color brown	50	pcs		
21	Marker, highlighter (3pcs/set) assorted color	6	set		
22	Binder clip 1"	6	box		
23	Binder clip 2"	6	box		
24	Binder clip 1/2"	8	box		

Brand and Model : \_\_\_\_\_ 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 Conditions specified by DPWH.

Tel. No. (064) 471 3100

Printed Name / Signature / Date

email: baragona.potre\_nahar@dpwh.gov.ph

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



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Isulan, Sultan Kudarat, Region XII