



Republic 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	: 2025-03-0004 (P.R. No.) 2025-02-0014
Revised on	:	Date	: March 5, 2025
Standard Form/Title	: REQUEST FOR QUOTATION	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. on **MAR 13 2025** 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 25 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-EPS 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 **P 167,997.55**

**FERNANDO L. MAMALO JR.**  
BAC Vice Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Purchase of Various Office Supplies for use of Maintenance Section					
1	Book paper ( A4) 80gsm	150	ream		
2	Book paper ( A4) 80gsm blue	12	ream		
3	Ballpen, ordinary ( 12pcs/box, fine pen) black	3	box		
4	Ballpen, ordinary (12pcs/box, fine pen) blue	3	box		
5	Sign Pen G2 0.5mm Black	4	box		
6	Sign Pen G2 0.5mm Blue	4	box		
7	Sign Pen 0.4mm G-tech - C4 black	4	box		
8	Sign Pen 0.4mm G-tech - C4 blue	4	box		
9	Sticker paper A4 (glossy ) 10 sheets/pack	6	pack		
10	Sticky note (sign here)	12	pad		
11	Sticky notes 0.6x2 inches (assorted color)	24	pad		
12	Sticky notes 2x3 inches (assorted color)	24	pad		
13	Tape double sided tape 1"	24	roll		
14	Tape , Transparent 24mm	24	roll		
15	Tape, duct tape 2" gray (200m)	12	roll		
16	Battery size AAA, 2pcs/pack	6	pack		
17	Engineer's field book	36	pcs		
18	Expanded folder, legal size 100pcs/pack	1	pack		
19	Envelop brown, ordinary A4	1	box		
20	Glue,all purpose 130g	12	pcs		
21	Marker, white board (black)	24	pcs		
22	Marker, white board (blue)	12	pcs		
23	Marker, permanent, board (black)	12	pcs		
24	Marker, permanent, board (blue)	12	pcs		
25	Pencil 12pcs/box	1	box		
26	Photo paper A4	12	pack		
27	Tissue paper, 3 ply 12roll/pack	20	pack		
28	Rags, cotton (7"diameter , 1kl/set)	6	kg		
29	Broom soft (bagoio type)	3	pcs		
30	Dishwashing liquid 475ml	24	bottle		

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**FERNANDO L. MAMALO JR.**  
BAC Vice Chairman 

[illegible]

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

Tel. No. (064) 471 3100

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Printed Name / Signature / Date

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

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