



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: **2025-03-020-023**

Revised on : Date : **March 19, 2025**

Standard Form/Title : **REQUEST FOR QUOTATION (Shopping)** Office/End - User : Assistant District Engineer

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 March 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:

1. All entries must be typewriter or legibly written.
2. 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.
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 Number, Mayor's/Business Permit and Omnibus Sworn Statement 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 62,443.50**

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

Stock Property No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Common Office Supplies, Janitorial Supplies and Electrical Supplies for 1st Quarter of CY 2025 for use in the operation of the Assistant District Engineer of DPWH South Cotabato 1st DEO General Santos City.				
	<u>Common Office Supplies</u>				
OS - 001	Ballpen, black 0.5 ball point	15	piece		
OS - 002	Ballpen, blue 0.5 ball point	10	piece		
OS - 005	Brown Envelope, Legal	50	piece		
OS - 006	Calculator, 12 digits	1	Unit		
OS - 008	Clear sheet Protector (refill) 10pcs/pack, JC-305A	25	pack		
OS - 174	Construction Paper, short, pink	5	ream		
OS - 131	Construction Paper, short, green	5	ream		
OS - 022	Correction Tape, 5mmx8m	6	piece		
OS - 028	Envelope, Expanding Legal size, kraft board	50	piece		
OS - 035	Folder, Tag Board A4 size	20	piece		
OS - 042	Marker, flourescent	12	piece		
OS - 046	Marker, permanent, broad, black	4	piece		
OS - 045	Marker, permanent, broad, blue	4	piece		

OS - 064	Paper, Multicopy, 80gsm, size: 210mmx297mm (A4)	15	ream		
OS - 065	Paper, Multicopy, 80gsm, size: 216mmx330mm (Legal)	5	ream		
OS - 067	Pencil Lead with eraser 1 dozen per box	2	box		
OS - 073	Puncher, Heavy Duty	2	piece		
OS - 076	PVC Plastic cover, A4 100/ream	1	ream		
OS - 080	Record Book, 500 pages	4	piece		
OS - 081	Ring Binder, spiral plastic (blue), 19mm (1/2"), 1.2	10	piece		
OS - 082	Ring Binder, spiral plastic (blue), 28mm (1/2"), 1.2	20	piece		
OS - 085	Ruler, plastic, 12"	3	piece		
OS - 086	Scissors, 6 inches	5	piece		
OS - 090	Sign Pen, black, liquid ink, 0.5mm	12	piece		
OS - 092	Sign Pen, blue, liquid ink, 0.5mm	24	piece		
OS - 091	Sign Pen, blue, 0.7mm, G-2	24	piece		
OS - 089	Sign Pen, black, 0.7mm, G-2	12	piece		
OS - 100	Stamp pad, ink, 30ml (black)	5	bottle		
OS - 107	Staple remover, plier type	3	unit		
OS - 108	Staple wire #35	5	piece		
OS - 111	Stapler (Heavy Duty) with remover	3	unit		
OS - 114	Sticky notes stylish film index (with "sign here" print)	10	pack		
OS - 117	Tape, Double sided, 1 inch	5	roll		
OS - 118	Tape, Duct, 48mm, 2 inch	5	roll		
OS - 116	Tape, Dispenser, Heavy duty, 10cm x 22cm x 11cm	2	unit		
OS - 121	Tape, packaging, 24mm, 1 inch	5	roll		
OS - 122	Tape, packaging, 48mm, 2 inch	5	roll		
OS - 119	Tape, masking 24mm, 1 inch	5	piece		
OS - 120	Tape, masking 48mm, 2 inch	5	roll		
OS - 123	Tape, transparent, 24mm, 1 inch	5	roll		
OS - 124	Tape, transparent, 48mm, 2 inch	5	roll		
	<u>Common Janitorial Supplies</u>				
OJ - 002	Alcohol, Isopropyl, 500ml	12	bottle		
OJ - 001	Air Freshener, 320ml	5	bottle		
OJ - 005	Bleach, 1 gallon	5	gallon		
OJ - 009	Car Freshener, spill-proof, 42g	5	can		

OJ - 012	Cleaner, Toilet Bowl and Urinal, 1000ml	5	liter		
OJ - 014	Detergent Bar	36	bar		

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OJ - 015	Diswashing Liquid, 475ml	10	bottle		
OJ - 016	Diswashing Paste, 400g	10	piece		
OJ - 017	Diswashing Sponge with scouring pad, 70x70mm	10	piece		
OJ - 018	Disinfectant Spray, 400g	10	bottle		
OJ - 019	Disposable Mask - 3 ply, 50 pcs	5	box		
OJ - 023	Dust pan, plastic	1	piece		
OJ - 024	Fabric Conditioner, 900ml	3	bottle		
OJ - 033	Furniture Polish, 330ml	5	bottle		
OJ - 034	Glass Cleaner, 350ml w/ trigger	5	bottle		
OJ - 036	Hand towel, absorbent	10	piece		
OJ - 035	Hand soap, Liquid, 500ml	5	bottle		
OJ - 038	Insecticide Spray, 500ml	5	bottle		
OJ - 041	Muriatic Acid, 300ml	3	bottle		
OJ - 042	Powder, Detergent, 1 kilo, oxibleach	10	pouch		
OJ - 061	Powder, Detergent, 2 kilo, scented	5	pouch		
OJ - 045	Soap bar, 175g	10	piece		
OJ - 046	Soft broom	2	piece		
OJ - 047	Toilet Brush, plastic	2	piece		
OJ - 048	Toilet Deodorizer	10	piece		
OJ - 049	Toilet Tissue, 2ply	25	piece		
OJ - 050	Toilet Tissue, 3ply	25	piece		
OJ - 054	Trashbag, plastic, black, medium (100pcs)	4	pack		
OJ - 055	Trashbag, plastic, black, large (100pcs)	2	pack		
OJ - 063	Wet Wipes, 80 sheets	15	pack		
	<u>Electrical Supplies</u>				
ES - 017	Battery, size AA (rechargeable), 4pieces, Nickel-Metal Hydride package with Fast Compact Charger compatible for AA/AAA	2	unit		
ES - 018	Battery, size AAA (rechargeable), 4pieces, Nickel-Metal Hydride package with Fast Compact Charger compatible for AA/AAA	2	unit		
ES - 006	Extension Wire, 5 meters, 3 gang	1	meter		
ES - 005	Extension Cord 5-gang w/ individual switches	1	unit		

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

*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