



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: 2025-03-033-022

Revised on : Date : March 18, 2025

Standard Form/Title	:	REQUEST FOR QUOTATION (Shopping)	Office/End - User :	Finance 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 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 89,035.00**

**(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 Finance Section of DPWH South Cotabato 1st DEO- 1st Quarter of CY 2025.</b>				
	<b><u>Common Office Supplies</u></b>				
OS-208	Clearbook, JC305A, 100 packets, A4	2	pack		
OS-008	Clearbook, Refill, JC305A, 10pcs/pack, A4	15	pack		
OS-013	Clip, Back fold, 51mm, 12pcs	5	box		
OS-011	Clip, Back fold, 32mm, 12pcs	5	box		
OS-010	Clip, Back fold, 25mm, 12pcs	5	box		
OS-009	Clip, Back fold, 19mm, 12pcs	5	box		
OS-025	Dater (small), 3mm	2	piece		
OS-024	Dater, self-ink dater stamp, small	2	unit		
OS-033	Fastener, metal 70mm	2	box		
OS-035	Folder, Tag Board, A4 size	20	piece		
OS-037	Glue, all purpose , 130 grams min	1	piece		
OS-209	Label tape refill, Laber Maker P-touch, PT-D210, green	1	cartridge		

OS-150	Label tape refill, Laber Maker P-touch, PT-D210, clear	1	cartridge		
OS-136	Keyboard Brush Cleaner, 143 X 44 X 28MM (7in1 Brush Kit)	12	piece		
OS-045	Marker, permanent, black (broad)	2	piece		
OS-046	Marker, permanent, blue (broad)	2	piece		
OS-054	Note Pad, (3x3), 100 sheets, pad	5	pad		
OS-057	Numbering Stamp, 6 digits, small	5	piece		
OS-058	Numbering Stamp, 8 digits, small	5	piece		
OS-059	Numbering Stamp, 12 digits, small	5	piece		
OS-210	Paper, Multicopy, 80gsm, size: Short Pink, Sub 24	10	ream		
OS-211	Paper, Multicopy, 80gsm, size: Short Green, Sub 24	10	ream		
OS-212	Paper, Multicopy, 80gsm, size: Short Yellow, Sub 24	10	ream		
OS-061	Paper Clip, 120 grams	5	box		
OS-067	Pencil Lead with eraser1 dozen per box	2	box		
OS-213	Puncher, double sided guide, heavy duty	2	piece		
OS-214	Sign Pen, (hitechpoint V5 RT,0.5) black	18	piece		
OS-215	Sign Pen, (hitechpoint V5 RT,0.5) blue	18	piece		
OS-216	Sign Pen, (hitechpoint V5 RT,0.5) green	18	piece		
OS-100	Stamp Pad Ink, black, 30ml	5	bottle		
OS-103	Stamp Pad, no color, No. 00	5	piece		
OS-110	Staple Wire HD-3LS #10	2	box		
OS-188	Stapler, Heavy Duty #1111	2	piece		
OS-114	Sticky notes stylish film index (with "sign here" print)	10	pack		
OS-113	Sticker Paper, short white	1	pack		
OS-118	Tape, Duct width:48mm	1	roll		
OS-123	Tape, transparent, 24mm, 1"	2	roll		
OS-124	Tape, transparent, 48mm, 2"	2	roll		
	<b><u>Common Janitorial Supplies</u></b>				
OJ-003	Alcohol - Scented (70% Solution)	2	gal		
OJ-002	Alcohol, Isopropyl, 500ml	12	bottle		
OJ-067	Bleach, Color Safe	3	gal		
OJ-042	Detergent Powder, 1 kilo, Oxibleach	2	pouch		
OJ-015	Dishwashing Liquid, 475ml	10	bottle		
OJ-017	Dishwashing Sponge with Scouring Pad	12	piece		
OJ-018	Disinfectant Spray, 400grams , Lemon Scent	5	bottle		
OJ-020	Doormat (Absorbent)	2	piece		

OJ-027	Floor Mop (Dust Mop)	1	unit		
OJ-029	Floor Mop, Tornado Mop with Spin Dry (heavy duty), bucket - 49.5x27.5x31.5cm head - 124.5 x 16.3cm	2	unit		
OJ-034	Glass Cleaner, 350ml, w/ trigger, Lavender	5	unit		
OJ-038	Insecticide Spray, 500ml Lavender scent	5	bottle		
OJ-053	Trash Bag, plastic, black small (100 pcs)	5	bottle		
OJ-054	Trash Bag, plastic, black medium (100 pcs)	5	pack		
OJ-055	Trash Bag, plastic, black large (100 pcs)	10	pack		
OJ-052	Trash Bag, plastic, extra large (10 pcs per pack)	20	pack		
OJ-047	Toilet Brush, plastic	1	pack		
OJ-048	Toilet Deodorizer (Scented)	5	pack		
OJ-050	Toilet Tissue, 3ply	180	piece		
<b><u>Electrical Supplies</u></b>					
ES-001	Battery size, AAA, alkaline, 2 pieces per blister pack	3	pack		
ES-002	Battery size, AA, alkaline, 2 pieces per blister pack	3	pack		

**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



