



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
DAVAO ORIENTAL 2ND DISTRICT ENGINEERING OFFICE
Matiao, City of Mati, Davao Oriental



Name of Procuring Entity :	25-05-124 P.R. NO: 25-04-125
Revised on:	Date: May 5, 2025
Standard Form/Title :	Office/End-User: Procurement Unit
COMPANY NAME :	Procurement of Office Supplies for the use of Procurement Unit (BAC), DPWH, Matiao, City of Mati, Davao Oriental
ADDRESS :	
TEL. NO. / FAX NO. :	
	TIN 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 BAC Secretariat for Goods, DPWH, City of Mati, Davao Oriental.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **10 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 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 showing certifications of the product, if applicable.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php313,310.00**

CRISPIN P. VALLES
Engineer III/OIC-Office
of the Asst. Dist. Engr.

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Arch file (blue folder) A4	250	piece		
2	Expanded Envelope	1	box		
3	Folder, long brown	1	ream		
4	Clear Sheet Protector A4	25	pack		
5	Sticky note, large	3	pack		
6	Sticky note, medium	3	pack		
7	Sticky note, small	3	pack		
8	Magic tape	5	roll		
9	Tonner TN324K - Black	3	piece		
10	Tonner TN324C - Cyan	2	piece		
11	Tonner TN324M - Magenta	2	piece		
12	Tonner TN324Y - Yellow	2	piece		
	x-x-x - nothing follows - x-x-x				

Brand and Model : _____

Delivery Periods : _____

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.

Printed Name / Signature / Date

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