



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




Name of Procuring Entity :	<b>Request for Quotation No. 24-10-459</b>	<b>P.R. NO: 2024-09-460</b>
Revised on:	Date: <b>October 11, 2024</b>	
Standard Form/Title :	Office/End-User: <b>Quality Assurance Section</b>	
COMPANY NAME :	<b>For use in the Quality Assurance Section, DPWH, Matiao, City of Mati, Davao Oriental.</b>	
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
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P457,609.00**

  
**CRISPIN P. VALLES**  
Engineer III  
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond paper A4 (70gsm)	100	ream		
2	Bond paper Long (70gsm)	30	ream		
3	Brown folder long	50	piece		
4	Clear sheet protector legal (10pcs/pack)	200	pack		
5	Arc file (blue date file folder), legal	50	piece		
6	File box (blue with cover)	20	piece		
7	Paper fastener (metal)	1	box		
8	Expanded envelope legal	50	piece		
9	Binder clips 2" width (12pcs/box)	5	box		
10	Binder clips 1" width (12pcs/box)	5	box		

Page 1 of 5 pages

Brand and Model : \_\_\_\_\_

Delivery Periods : \_\_\_\_\_

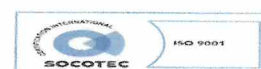
Price Validity : \_\_\_\_\_

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Printed Name / Signature / Date

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

Website: [www.dpwh.gov.ph](http://www.dpwh.gov.ph)  
Tel. No(s).: (087) 811-7576





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Engineer III  
BAC Chairperson

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11	Staple wire #35	2	box		
12	Staple with remover #35	2	piece		
13	Paper clip jumbo	3	box		
14	Paper clip small	3	box		
15	Scissor big	1	piece		
16	Correction tape	12	piece		
17	Scotch tape 1"	3	roll		
18	Scotch tape 2"	3	roll		
19	Masking tape 1"	3	roll		
20	Masking tape 2"	3	roll		

Page 2 of 5 pages

Brand and Model : \_\_\_\_\_

Delivery Periods : \_\_\_\_\_

Price Validity : \_\_\_\_\_

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BAC Chairperson

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21	Sticky notes (arrow)	5	pack		
22	Sticky note (square type 3"x3")	10	pack		
23	Sticky note (rectangular 3"x5")	10	pack		
24	Mailing Envelope white long	50	piece		
25	Highlighter (assorted)	5	piece		
26	Epson 008 - Black	5	piece		
27	Epson 008 - Cyan	5	piece		
28	Epson 008 - Magenta	5	piece		
29	Epson 008 - Yellow	5	piece		
30	Tonner TN324K - Black	2	piece		

Page 3 of 5 pages

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31	Tonner TN324C - Cyan	2	piece		
32	Tonner TN324M - Magenta	2	piece		
33	Tonner TN324Y - Yellow	2	piece		
34	Wyte board marker	5	piece		
35	Permanent marker - black	10	piece		
36	Photo paper 120gsm	5	piece		
37	Epson 003 - Black	6	piece		
38	Epson 003 - Cyan	5	piece		
39	Epson 003 - Magenta	5	piece		
40	Epson 003 - Yellow	5	piece		

Page 4 of 5 pages

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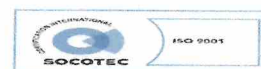
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41	Epson 664 - Black	6	piece		
42	Epson 664 - Cyan	4	piece		
43	Epson 664 - Magenta	4	piece		
44	Epson 664 - Yellow	4	piece		
45	Drum unit DR313 - Black	2	piece		
46	Durm unit DR313 CMY	2	piece		
	x-x-x-x-Nothing follows-x-x-x-x				

Page 5 of 5 pages

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