



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 :	Request for Quotation No. 24-10-460	P.R. NO: 2024-09-461
Revised on:	Date: October 11, 2024	
Standard Form/Title :	Office/End-User: Administrative Section	
COMPANY NAME :	For use in the Records Unit, 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-EPIS 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 **P763,491.00**


CRISPIN P. VALLES
Engineer III
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Binder refill A4 (10pcs/pack)	200	pack		
2	Staple wire #35	10	box		
3	Binder clip 1"	3	box		
4	Binder clip 1/2"	3	box		
5	Binder clip 2"	3	box		
6	Paper clip big	3	box		
7	Fastener (metal)	10	box		
8	Expanded envelope legal	100	piece		
9	Arch file A4	10	piece		
10	Legal folder (100pcs/ream)	10	ream		

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Brand and Model : _____

Delivery Periods : _____

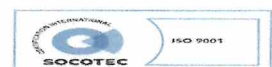
Price Validity : _____

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

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





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11	Bond paper A4 (70gsm)	50	ream		
12	Bond paper Long (70gsm)	10	ream		
13	Bond paper A3	5	ream		
14	Photo paper A4	5	pack		
15	Masking tape 1"	5	roll		
16	Scotch tape 1"	5	roll		
17	Double sided tape 1"	10	roll		
18	Brown envelope (100's/box)	2	box		
19	Correction tape	24	piece		
20	Rubber band	1	box		

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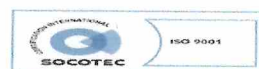
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21	Colored A4 (Green)	4	ream		
22	Logbook (500 pages)	3	piece		
23	Logbook (150 pages)	3	piece		
24	USB Wifi Adapter	1	piece		
25	Shredder machine	1	unit		
26	Highlighter (assorted)	10	piece		
27	Epson 003 - Black	7	piece		
28	Epson 003 - Cyan	5	piece		
29	Epson 003 - Magenta	5	piece		
30	Epson 003 - Yellow	5	piece		

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31	Tonner TN324K - Black	5	piece		
32	Tonner TN324C - Cyan	5	piece		
33	Tonner TN324M - Magenta	5	piece		
34	Tonner TN324Y - Yellow	5	piece		
35	Drum Unit DR313 - Black	4	piece		
36	Drum Unit DR313 - CMY	4	piece		
	x-x-x-x-Nothing follows-x-x-x-x				

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