Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Sultan Kudarat 1st
District Engineering Office
REGION XII
Isultan, Sultan Kudarat

Name of Procuring Entity : SK 1st District Engineering Office	Request for Quotation : **2024-04-0020** (P.R. No.) **2024-04-0027**		
Revised on :	Date : **April 29, 2024**		
Standard Form/Title : **REQUEST FOR QUOTATION**	Office/End-User : **SK 1st DEO**		
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 AM. of ______________ in the return envelope attached herewith, to the Goods & Services, Procurement Services, Kalawag II Isulan, Sultan Kudarat

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within 20 Calendar 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 mininum 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 Certificate/Mayor's Permit/DTI 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 P987,214.29

ANSARE M. BUSRAN
BAC - Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Purchase of Various Office Supplies and Janitorial Supplies for use in the SK 1st DEO for the 2nd Quarter CY 2024				
1	Alchohol 70% Isoprophyl 500ml, anti septic disinfectant	41	bottles		
2	Arch File Binder with DPWH logo A4	463	pcs		
3	Arch File Logo with DPWH Logo long	100	pcs		
4	Ballpen, Ordinary (12pcs/ fine pen) Black	5	boxes		
5	Ballpen, Ordinary (12pcs/ fine pen) Blue	5	boxes		
6	Ballpen, Ordinary (50pcs/box) black/blue	12	boxes		
7	Bathroom Soap 130g (pure white)	10	boxes		
8	Battery size AA, 2pcs/pack	38	packs		
9	Battery size AAA, 2pcs/pack	26	packs		
10	Binder Clip 1"	12	boxes		
11	Binder Clip 1/2"	12	boxes		
12	Binder Clip 2"	12	boxes		
13	Book Paper (A3)	49	reams		
14	Bond Paper (A4), 70gsm	65	reams		
15	Book Paper (A4), 80gsm	444	reams		
16	Book Paper (A4), 80gsm Blue	24	reams		
17	Book paper (A4), 80gsm Green	2	reams		
18	Book Paper, Long	38	reams		
19	Broom (Coconut Stick)	2	pcs		
20	Broom soft (Baguio Type)	16	pcs		

Brand and Model : ____________ **Warranty** : ____________
Delivery Period : ____________ **Price Validity** : ____________

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Tel. No. (064) 471 3100

Printed Name / Signature / Date

email: baragona.potre_nahar@dpwh.gov.ph

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ANSARE M. BUSRAN
BAC - Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Purchase of Various Office Supplies and Janitorial Supplies for use in the SK 1st DEO for the 2nd Quarter CY 2024				
21	Brown Enveloped, Ordinary A4	2	boxes		
22	Calculator Two-way Power (Heavy Duty)	1	pc		
23	Card (Reader USB Type)	1	pc		
24	CD Re-writtable with Case	50	pcs		
25	Correction pen	42	pcs		
26	Correction Tape	134	pcs		
27	Cutter (Heavy Duty)	9	pcs		
28	Desk File Organizer Tray (4 Layers)	6	pcs		
29	Detergent Bar Soap	6	bars		
30	Detergent Powder Soap 1000grams	21	packs		
31	Detergent Powder 500grams (With Fabric Conditioner)	10	packs		
32	Dishwashing Liquid 475ml	17	bottles		
33	Diswashing Liquid 790ml	6	bottles		
34	Dishwashing Paste, anti-bacterial 400g	44	pcs		
35	DisinfectanT spray 340g	2	cans		
36	Disinfectant spray 510g	3	cans		
37	Door Mat, Cloth (Home)	6	pcs		
38	Door Mat, Cloth (Welcome)	2	pcs		
39	Door Mat, Plastic (Welcome)	2	pcs		
40	Engineer's Field Book	5	pcs		

Brand and Model : ______________ **Warranty** : ______________
Delivery Period : ______________ **Price Validity** : ______________

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District Engineering Office
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Revised on : Date : **April 29, 2024**

Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : **SK 1st DEO**

COMPANY NAME :

ADDRESS :

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ANSARE M. BUSRAN
BAC - Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Purchase of Various Office Supplies and Janitorial Supplies for use in the SK 1st DEO for the 2nd Quarter CY 2024				
41	Erasers for white board	1	pc		
42	Expandable Folder, Legal Size 25pcs/pack	5	packs		
43	Extension Wire-wheel (15m)	1	unit		
44	External Hard Drive 2TB	2	pcs		
45	Fabric Conditioner 800ml-1000ml	25	bottles		
46	Face Mask (Black)	20	boxes		
47	Flash Drive 16GB	6	pcs		
48	Flash Drive 32GB	46	pcs		
49	Folder Brown, A4 100pcs/pack	4	packs		
50	Folder Brown, A4 50pcs/pack	5	packs		
51	Folder Brown, Long 100pcs/pack	2	packs		
52	Folder, Legal Color Brown	575	pcs		
53	Glass Cleaner 500ml	15	bottles		
54	Glue, All purpose 130g	28	pcs		
55	Humidifier Scented Oil, 100ml (Bamboo)	6	bottles		
56	Humidifier Scented Oil, 100ml (Cintronilla)	5	bottles		
57	Humidifier Scented Oil, 100ml (Lavender)	2	bottles		
58	Ink 001 Black 120ml	4	bottles		
59	Ink 001 Cyan 70ml	4	bottles		
60	Ink 001 Magenta 70ml	4	bottles		

Brand and Model : ______________ **Warranty** : ______________

Delivery Period : ______________ **Price Validity** : ______________

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Date : **April 29, 2024**
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COMPANY NAME :
ADDRESS :
TEL. NO./FAX No. : **TIN :**

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ANSARE M. BUSRAN
BAC - Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Purchase of Various Office Supplies and Janitorial Supplies for use in the SK 1st DEO for the 2nd Quarter CY 2024				
61	Ink 001 Yellow 70ml	4	bottles		
62	Ink 003 Black 70ml	31	bottles		
63	Ink 003 Cyan 70ml	10	bottles		
64	Ink 003 Magenta 70ml	10	bottles		
65	Ink 003 Yellow 120ml	10	bottles		
66	Ink 001 Black	6	bottles		
67	Ink 664 Cyan	5	bottles		
68	Ink 664 Magenta	5	bottles		
69	Ink 664 Yellow	5	bottles		
70	Keyboard	3	pcs		
71	Laminating Film 13" (330mm x 100mm) 250 microns gloss	3	rolls		
72	Liquid Hand Soap 225ml	10	bottles		
73	Marker, Highlighter (3pcs/set) assoeted color	10	sets		
74	Marker, Highlighter (Green)	10	pcs		
75	Marker, Highlighter (Yellow)	2	pcs		
76	Marker, Permanent, Broad Black	3	pcs		
77	Marker, White Board (Black)	7	pcs		
78	Mouse (Heavy Duty)	8	pcs		
79	Mouse Pad	1	pc		
80	Mouse Pad with wrist rest (black)	2	pcs		

Brand and Model : ____________ **Warranty** : ____________
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ANSARE M. BUSRAN
BAC - Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Purchase of Various Office Supplies and Janitorial Supplies for use in the SK 1st DEO for the 2nd Quarter CY 2024				
81	Multi-Insect Killer 500ml	2	cans		
82	Multi-Purpose Bleach 1000ml, Color Safe	10	bottles		
83	Multi-Purpose Bleach 1000ml, Original	2	bottles		
84	Muriatic Acid	1	gallon		
85	Mylar Paper Size A2 (420mmx594mm)	36	pcs		
86	Pail (Medium)	1	pc		
87	Paper Clip, 32mm	5	boxes		
88	Paper Fastener, Metal	28	boxes		
89	Paper Tissue Towel (Kitchen Towel)	10	rolls		
90	Paper Tissue Towel (Kitchen Towel) 2pcs/pack	5	rolls		
91	Pencil 12pcs/box	9	boxes		
92	Photo Frame (Legal Size)	5	pcs		
93	Photo Paper A4	17	packs		
94	Puncher, Heavy duty no. 75XL	4	pcs		
95	Push Pin	2	boxes		
96	PVC Binding Cover A4	7	packs		
97	Rags, Cotton(7"diameter, 1kl/set)	5	kgs		
98	Record Book, 500pages (Cover: Skyblue & White)	5	books		
99	Record Book, 500pages (Cover: Black & Red)	15	books		
100	Rubber Eraser	1	pc		

Brand and Model : ____________ **Warranty** : ____________
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BAC - Chairman

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	Purchase of Various Office Supplies and Janitorial Supplies for use in the SK 1st DEO for the 2nd Quarter CY 2024				
101	Ruler, Metal (12 inches)	2	pcs		
102	Ruler, Plastic	7	pcs		
103	Sack (Big)	70	pcs		
104	Scientific Calculator (Fx991ES Plus)	7	pcs		
105	Scissor (Heavy Duty)	15	pairs		
106	Self-wash Spin Mop 360	1	pc		
107	Sign pen G2 0.5mm Black	5	boxes		
108	Sign pen G2 0.5mm Blue	9	boxes		
109	Sign pen G2 0.7mm Black	2	boxes		
110	Sign pen G2 0.7mm Blue	1	box		
111	Sign Pen, 0.3mm G-TECH-C3 Black	24	pcs		
112	Sign Pen, 0.3mm G-TECH-C3 Blue	24	pcs		
113	Sign Pen, 0.3mm G-TECH-C3 Red	24	pcs		
114	Sign Pen, 0.4mm G-TECH-C3 Black	4	boxes		
115	Sign Pen, 0.4mm G-TECH-C3 Blue	4	boxes		
116	Sign Pen, My Gel 0.5 Black	6	pcs		
117	Sign Pen, My Gel 0.5 Blue	6	pcs		
118	Sign Pen, My Gel 0.5 Red	6	pcs		
119	Sign Pen, my Gel 0.7 Black	10	pcs		
120	Sign Pen, my Gel 0.7 Blue	10	pcs		

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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Purchase of Various Office Supplies and Janitorial Supplies for use in the SK 1st DEO for the 2nd Quarter CY 2024				
121	Sponge with Scubbing pad (Heavy duty)	39	pcs		
122	Spoon and Fork Set 12's, Stainless	2	dozen		
123	Stamp pad ink, (Blue)	3	bottles		
124	Stamp pad ink, (Violet)	1	bottle		
125	Staple wire Standard #35	39	boxes		
126	Staple with Remover (Heavy Duty)	9	pcs		
127	Stapler No. 111	12	pcs		
128	Sticker Paper A4 (matte)	3	packs		
129	Sticker paper, White Sheet (50 sheets), long size	4	packs		
130	Sticky Note (Sign Here)	22	pads		
131	Sticky Note 2x3 (Assorted Color)	12	pads		
132	Sticky Note 3x3 (Assorted Color)	44	pads		
133	Sticky Note (Bookmark Plastic)	5	pads		
134	Storage organizer (Beige)	4	pcs		
135	Tape Dispenser 1"	8	pcs		
136	Tape, Double sided 48mm	17	rolls		
137	Tape, Transparent 48mm	16	rolls		
138	Thumb tacks	5	boxes		
139	Tissue Paper, 3plys 10rolls/pack	85	packs		
140	Toilet Bowl & Urinal Cleaner 1000ml	10	bottles		

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	Purchase of Various Office Supplies and Janitorial Supplies for use in the SK 1st DEO for the 2nd Quarter CY 2024				
141	Toilet Bowl Brush (Plastic with Holder)	1	pc		
142	Toilet Deodorant Cake 99% Paradichlorobenzene, Big with case	35	pcs		
143	Tornado Mop 360 (Heavy duty)	2	pcs		
144	Trash can, High Quality	11	pcs		
145	Trashbag, plastic, black (L) 26"x32" 10pcs/pack	30	packs		
146	Trashbag, plastic, black (M) 22"x24" 10pcs/pack	40	packs		
147	Trashbag, plastic, black (S) 18"x20" 10pcs/pack	5	packs		
148	Uni pin Fine Line 0.7 (Water and face Proof pigment Ink)	1	box		
149	Vellum 180gsm 100pcs/pack	15	packs		
150	Wall Clock (big)	3	pcs		
151	White Board 120x180cm	1	pc		
	x-x-x-x-x-x-x-x-x				

Brand and Model : ____________   **Warranty** : ____________
Delivery Period : ____________   **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

Tel. No. (064) 471 3100   *Printed Name / Signature / Date*

email: baragona.potre_nahar@dpwh.gov.ph   *Tel. No. / Cellphone No. / E-mail Address*