



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SOUTH COTABATO 2ND
DISTRICT ENGINEERING OFFICE
REGION XII
Alunan Avenue, Koronadal City, South Cotabato

Name of Procuring Entity: **DPWH-SC2nd DEO**

Request for Quotation : **SVPMG-2024-0036**

Revised on :

Date : **April 11, 2024**

Standard Form/Title : **REQUEST FOR QUOTATION**

Office/End-User : **Planning and Design 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. on April 15, 2024** in the return envelope attached herewith.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period is **within Fifteen (15) calendar days** upon the 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 for IT Equipment from the date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration Certificate, Mayor's Permit, DTI, & 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 **Php 150,000.00.**


SUSAN M. TAPIT, MPA, JD
Engineer III
BAC Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Supply/Delivery of Office and Janitorial Supplies for use in the Planning and Design Section for the 2nd Quarter of FY 2024, DPWH-South Cotabato 2nd DEO, Koronadal City, South Cotabato				
1	Paper, A3	100	ream		
2	Paper Multicopy, 210mm x 297mm, A4	125	ream		
3	Archfile folder (long) blue	100	piece		
4	Ballpen, black	50	piece		
5	Uni Pen, Fine Line (for A2 Paper)	30	piece		
6	Folder, ordinary, long, white	172	piece		
7	Pencil, lead, with eraser (#1)	5	dozen		
8	Correction Tape	20	piece		
9	Tape, transparent (1")	30	roll		
10	Mouse, USB type	8	piece		
11	Flash Drive, 32GB capacity	8	piece		
12	Battery, size AAA, alkaline, 2pcs per blister pack	5	pack		
13	Quick drying lacquer spray orange	12	bottle		
14	Quick drying lacquer spray red	12	bottle		
15	Alcohol, 70% isopropyl, 500ml	10	bottle		
16	Furniture cleaner, 330ml	5	bottle		
17	Dishwashing paste, 400grams	15	can		
18	Scrubbing pad	10	piece		
19	Fabric conditioner, 900ml	5	pack		

Brand and Model : _____
Delivery Period : _____

Warranty : _____
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

Printed Name / Signature / Date