



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
DAVAO OCCIDENTAL DISTRICT ENGINEERING OFFICE
Brgy. Buhangin, Malita, Davao Occidental ,REGION XI



Name of Procuring Entity : DPWH DAVAO OCCIDENTAL RFQ No. : CID No. 24GLE0186
Revised on : _____ PR No. : PR 24-11-0218
Standard Form / Title : REQUEST FOR QUOTATION Office/End-user : Administrative Section

COMPANY NAME : _____
ADDRESS : _____
TEL. NO./FAX NO. : _____ TIN NO. : _____

<p>Terms and Conditions :</p> <ol style="list-style-type: none"> 1) All entries must be type written or legibly written. 2) Delivery period within <u>10 CD</u> upon receipt of the approved funded Purchase Order (PO). 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 (1) year for Equipment, 3 years from IT Equipment from date of acceptance by the end-user. 4) Price validity shall be for a period of 60-calendar days. 5) G-EPS Registration Certificate/Mayor's Permit/DTI or SEC/TAX Clearance/Warranty Certificate shall be attached upon submission of the quotation. (certified true copy) 6) Bidders shall submit original brochures of the product, if applicable. 7) Please indicate the brand of each items being offered. (If applicable) 8) The Approved Budget Ceiling for this procurement is Php. <u>730,403.86</u> 	<p><i>Please quote your lowest price on the item(s) listed below, subject to the Terms & Conditions stated below and submit your quotation duly signed by your representative not later than 02:00 P.M. of , December 04, 2024 in the return envelope attached herewith to the BAC Secretariat for Goods, DPWH Davao Occidental.</i></p> <p style="text-align: right;">RANULFO A. FLORES BAC Chairman</p>
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Item No.	ITEMS and DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	COMMON OFFICE SUPPLIES				
OS-0035	Correction pen (quick dry)	96	pcs.		
OS-0085	Paper Cutter, Large, HD	24	pcs.		
OS-0086	Paper Cutter, blade	12	tube		
OS-0074	Pencil, Mechanical, 0.5	24	pcs.		
OS-0090	Pencil, Lead Mechanical, 0.5	12	tube		
OS-0030	Document File folder with logo, A4, side flip, Royal blue	250	pcs.		
OS-0197	Document File folder with logo, A4, flip top, Royal blue	250	pcs.		
OS-0107	Document Tray, 2 layers, metal	12	pcs.		
OS-0171	Laminating Film, legal size (100 sheets/box)	3	boxes		
OS-0802	Laminating Film, roll	3	roll		
OS-0060	Glue, strong Adhesive (APS)	12	pack		
OS-0037	Cutting Matt, A3,45X 30cm	6	pcs.		
	x-x-x-x carried forward x-x-x-x-x				

	x-x-x-x brought forward x-x-x-x-x				
OS-0172	Cost Sheets	1000	pcs.		
OS-0148	Paper, special, legal	200	pcs.		
OS-0045	Eraser, Rubber	48	pcs.		
OS-0036	Correction Tape, Refillable	96	pcs.		
OS-0150	Puncher, HD	12	pcs.		
OS-0111	Ring Card, size 1, O-ring	24	pcs.		
OS-0658	Ring Card, size 2, O-ring	24	pcs.		
OS-0659	Ring Card, size 3, O-ring	24	pcs.		
OS-0061	Index card, size 3 x 5"/8.5" x 5.5", 100pcs/pack	6	packs		
OS-0071	Marker, flourescent, orange, 12pcs/bx	24	bx		
OS-0400	Marker, flourescent, green, 12 pcs/bx	12	bx		
OS-0803	Marker, flourescent, red, 12pcs/bx	24	bx		
OS-0399	Marker, flourescent, yellow, 12 pcs/bx	12	bx		
OS-0401	Marker, flourescent, pink, 12pcs/bx	12	bx		
OS-0049	Finger Tip Moistener, 10g, 2 inch, diameter	48	pcs.		
OS-0806	Expanding Envelope, legal blue, hard garter tie	6	bx.		
OS-0211	Expanding Envelope, legal, red, hard garter tie	6	bx.		
OS-0218	Expanding Envelope, legal, green, hard garter tie	6	bx.		
OS-0216	Expanding Envelope, legal, yellow, hard garter tie	6	bx.		
OS-0688	Expanding Envelope, legal, white, hard garter tie	6	bx.		
OS-0212	Expanding Envelope, legal, orange, hard garter tie	6	bx.		
OS-0090	Pencil #2, 12pcs/bxs	24	bx.		
OS-0106	Push pin, with wooden clips for cork baord, wooden type, APS	24	bx		
OS-0140	Sticker, photo paper, matte	24	packs		
	x-x-x-x-x carried forward x-x-x-x-x				

	x-x-x-x-x brought forward x-x-x-x-x				
OS-0804	Sticker, photo paper, glossy	24	packs		
	Computer Equipment Supplies and Accessories				
CS-0020	USB, 32GB	12	pcs.		
CS-0020	USB Ordinary, 16GB	12	pcs.		
	Janitorial Equipment Supplies and Materials				
JS-0036	Hand soap liquid, 450ml/750ml	36	btl.		
JS-0023	Toilet bowl cleaner, 500ml	36	btl.		
JS-0014	Fabric Softener, 710ml	24	bts.		
JS-0006	Deodorizer 50g	72	pcs.		
	x-x-x-x-x-x-x-x-x-x				
Purchase of Common Office Supplies and Janitorial Supplies for use in District Engineering Office, DPWH DEO, Malita, Davao Occidental CY 2024					

: _____ Warranty : _____
 : _____ Price Validity : _____
 : _____ Credit
 _____ C.O.D

Brand & Model
 Delivery Period
 Please indicate Payment Term

After having carefully read & accepted your General Conditions, I/We quote you on the item(s) at price noted 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 over Signature/Date

Website: www.dpwh.gov.ph
 Local No(s).: 77823

