



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
COTABATO 1st DISTRICT ENGINEERING OFFICE
Midsayap, Cotabato

Contract Name : Supply/Delivery of Common Office Supplies and Janitorial Supplies for Use in Finance Section for 3rd Quarter of 2025

Location of the Contract : DPWH Cotabato 1st DEO

Name of the Procuring Entity : DPWH-COTABATO 1ST DEO

Request for Quotation No. : 2025-07-004

Revised on:

Date: July 14, 2025

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

Office/End-User: Finance Section

COMPANY NAME :

ADDRESS :

TEL.NO./FAX NO. :

TIN:

Please quote your lowest price in the items(s) listed below, subject to the Terms and Conditions stated below and signed by your representative not later than 10:00 A.M. of **August 15, 2025**, in the return enveloped attached herewith, DPWH-Cotabato 1st District Engineering Office, Villarica, Midsayap, Cotabato.

TERM AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **Fifteen (15 CD)** 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; 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 showing certification of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php189,490.75**
9. All documentary requirements for the **Small Value Procurement** including the signed and notarized **Sworn Statement** shall be attached upon submission of the quotation.
10. **Quotation thru mail/fax will not be accepted**


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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE
1	Book Paper A4	100	reams	
2	Book Paper Long	50	reams	
3	Colored Bond Paper (Pink) A4	20	reams	
4	Colored Bond Paper (Green) A4	20	reams	
5	Colored Bond Paper (Blue) A4	40	reams	
6	Staple Wire #35	10	box	
7	Battery Charger	1	pc	
8	Rechargeable Battery A4, 800 mAh 4pcs/pack	1	pc	
9	Mechanical Pencil #5	10	boxes	
10	Lead for Mechanical Pencil	10	pcs	
11	Scotch Tape 1"	5	rolls	
12	Scotch Tape 2"	5	rolls	
13	Scotch Tape 3"	5	rolls	
14	Packing Tape 1"	5	rolls	
15	Masking Tape 1"	5	rolls	
16	Duct Tape 2"	5	rolls	
17	Glue, All Purpose	10	pcs	
18	Sticker Paper (Assorted Colors) Long	50	pcs	
19	Correction Tape, 8m	10	pcs	
20	Sticky Notes 3x3	20	packs	
21	Sticky Notes 3x5	20	packs	
22	Pentel Pen (black) fine	20	pcs	
23	Pentel Pen (black) Broad	10	pcs	
24	Record Book (300 pages) 8x11	10	pcs	
25	Record Book (500 pages)	5	pcs	
26	Double Sided Tape 3/4	5	rolls	
27	Alcohol, 70% (500ml)	50	bottles	
28	Folder, Long (Brown)	100	pcs	
29	Envelop Brown (Long)	25	pcs	
30	Construction Paper, assorted color, long	1	ream	
31	Envelop Expanding, Long, (brown)	50	pcs	
32	Flourescent Marker (Stabilo)	2	pcs	
33	Sign Pen, Blue (0.4)	15	pcs	
34	Sign Pen, Blue (0.5)	15	pcs	
35	Ear Tag	4	pads	
36	Epson Ink L5290 Black	3	bottles	
37	Epson Ink L5290 Cyan	3	bottles	
38	Epson Ink L5290 Magenta	3	bottles	
39	Epson Ink L5290 Yellow	3	bottles	



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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE
40	Clear Protector Sheet (20 per pack) A4	10	packs	
41	Paper Fastener Metal, long	10	boxes	
42	White Board Marker (Black)	5	pcs	
43	Photopaper A4/glossy (20 pcs/pack)	2	packs	
44	Calculator, 14 Digits	1	pc	
45	Keyboard and Mouse Set	2	pcs	
46	Mouse Pad	9	pcs	
47	Ink for Stamp Pad, blue 30ml	10	bottles	
48	Tissue Paper 12pcs/pack 2 ply	10	packs	
49	Toilet Bowl Cleaner/1000ml	5	bottles	
50	Toilet Deodorant Cake	10	pcs	
51	Soft Broom	2	pcs	
52	Diswashing Paste (400 grams)	10	pcs	
53	Diswashing Sponge (Big)	5	pcs	
54	Liquid Hand Soap, 500ml	4	bottles	
55	Detergent Powder 2kg/pack	4	packs	
56	Air Freshener, aerosole type, 320ml	5	cans	
57	Humidifier	1	pc	
58	Refill for Humidifier	4	bottles	
59	Multi-Insect Killer Spray, 500ml	2	cans	
60	Glass Cleaner Spray, 500ml	4	bottles	
61	Pranella Cloth	5	pcs	
62	Tornado Mop	1	pc	
63	Fabric Conditioner 1000ml	5	pcs	
64	Trash Bag (Medium) 20pcs/pack	10	packs	
65	Trash Bag (XXL) 10pcs/pack	10	packs	
66	Casserole Pot (big)	2	pcs	
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			

AMOUNT IN WORDS:

Brand and Model:

Warranty :

Delivery Period:

Price Validity :

for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Condition specified by DPWH.

Tel No. (064) 577-0389

Tel fax No. (064) 577-0389

Printed name,

Tel No./Cellphone

or the

5 Re-ad

submit your quotation duly
to the BAC Secretariat,


R. BACENA
Member III
Chairperson

TOTAL PRICE	
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[illegible]

or the

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5 Re-ad	

TOTAL PRICE

QUESTION

<i>Signature/Date</i>	
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