

## 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 for Use in Administrative Section 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.: 2025-08-0050		
Revised on:		Date: August 6, 2025		
Standard Form/Title:	REQUEST FOR QUOTATION	Office/End-User: Administrative Section		
COMPANY NAME	:			
ADDRESS	:			
TEL.NO./FAX NO.	:	TIN:		
Please quote vour	lowest price in the items(s) listed below subject	t to the Terms and Conditions, stated below and submit your	quotation	

Please quote your lowest price in the items(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 <u>August 15, 2025</u> in the return enveloped attached herewith, to the BAC Secretariat, 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), Aministrative 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 **Php49,975.00**
- 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	TOTAL PRICE
1	Book Paper A4	120	reams		
2	Book Paper legal	43	reams		
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
MOUNT	IN WORDS:				

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 Term	ns and Condition specified by DPWH.
Tel No. (064) 577-0389		
Telefax No. (064) 577-0389		Printed name/Signature/Date
		Tel No./Cellphone No./E-mail Address