

## DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

#### COTABATO 1st DISTRICT ENGINEERING OFFICE

Midsavap, Cotabato

Contract Name: Supply/Delivery of Common Office and Accessories Supplies, Janitorial Supplies and Kitchen Supplies for Use in Assistant District Engineer's Office 3rd Quarter of 2025

Location of the Contract: DPWH Cotabato 1st DEO

Request for Quotation No.: 2025-08-0052 Date: August 6, 2025 Name of the Procuring Entity: DPWH-COTABATO 1ST DEO

Revised on: Date:

Standard Form/Title: REQUEST FOR QUOTATION Office/End-User: Assistant District Engineer's Office

**COMPANY NAME** 

ADDRESS

TIN: TEL.NO./FAX NO.

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 August 15, 2025 in the return enveloped attached herewith, to the BAC Secretariat, DPWH-Cotabato 1st District Engineering Office, Villarica, Midsayap, Cotabato,

#### TERM AND CONDITIONS:

Item

- 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 vear 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 **Php139,687.65**
- 9. All documentary requirements for the Small Value Procurement including the signed and notarized Sworn Statement shall be attached upon submission of the quotation.

**ITEMS & DESCRIPTION** 

10. Quotation thru mail/fax will not be accepted



UNIT

**TOTAL PRICE** 

UNIT

OTY.

No.	TIEMS & DESCRIPTION	Qii.	ONII	PRICE	TOTAL PRICE
) 1	Battery Double AA (2pcs/pack)	5	packs		
2	Battery Triple AAA (4pcs/pack)	5	packs		
3	envelope brown (long)	30	pcs		
4	envelope brown (short)	30	pcs		
5	Expanded Brown Envelope (long)	30	pcs		
6	Expanded Brown Envelope (short)	30	pcs		
7	Folder, brown, (long)	20	pcs		
8	Folder, brown, (short)	20	pcs		
9	Sticky notes (Big 3x5)	10	pad		
10	Marker, flourescent	10	pcs		
11	Correction tape, 8m	15	pcs		
12	Sign pen G2 0.7 (Blue)	36	pcs		
13	Signpen 0.4 (Blue)	12	pcs		
14	Staple with remover	2	pcs		
15	Stapler wire, standard #35	3	box		
16	Scissor, small	2	pcs		
17	Rubber Band (small)	5	box		
18	Pentel Pen (blue), broad	6	pcs		
19	Pentel Pen (black), broad	6	pcs		
20	Puncher paper, heavy duty	1	pcs		
21	Sticky notes ( Small 3x3 )	10	pads		
22	Book paper (legal)	10	ream		
23	Book Paper (A4)	15	ream		
24	Push Pins ( 100pcs/box)	4	box		
25	Scissor, big	2	pad		
26	Record book, 500 pages	10	books		
27	Extension Wire, 4 universal Sockets, 5m	2	unit		
28	Envelope 8 1/2	1	box		
29	Envelope 6x9	1	box		
30	Stamp Pad	2	pcs		
31	Record book, 200 pages	6	books		
32	EPSON INKPACK black (C5790)	5	pcs		
33	EPSON INKPACK cyan (C5790)	2	pcs		
34	EPSON INKPACK magenta (C5790)	2	pcs		
35	EPSON INKPACK yellow (C5790)	2	pcs		
36 37	Tape, Duct, 2 inches	3	roll		
	Fastener, plastic (50 pcs/box) short	2	box		

# Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

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TIN:

USB CASB (OTS)			PRICE	TOTAL PRICE
USB 64GB (OTG)	1	pcs		
Cutter	2	pcs		
Janitorial Supplies				
Toilet Deodorant cake	10	pcs		
Detergent powder 1kl.	10	packs		
Disinfectant Spray lysol 340g		can		
	12			
	15			
		packs		
Toilet bowl cleaner, 1000ml	6	pcs		
Multi insect killer spray 500ml	6	can		
Air Freshener (automatic spray) refill 269ml	6	can		
Doormat	5	pcs		
Diswashing Liquid ( 500ml)	12	bot		
Liquid Hand Soap, 500ml	5	bot		
Gloves, rubber	2	pcs		
Sponge	12	pcs		
Soft broom	4	pcs		
Pranella cloth	4	pcs		
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IN WORDS:	<u> </u>	1		1
	many with the T	landition 10	ind by DDIA	
	ricur with the Terms and C	uriaition specifi	eu by DPWH.	
	Disinfectant Spray lysol 340g Alcohol 70% , Isopropyl, 500ml 70% Toilet Tissue Paper (12rolls/pack, 2 ply) Tissue interfold paper towel (1 ply/175 pulls) Toilet bowl cleaner, 1000ml Multi insect killer spray 500ml Air Freshener (automatic spray) refill 269ml Doormat Diswashing Liquid ( 500ml) Liquid Hand Soap, 500ml Gloves, rubber Sponge Soft broom Pranella cloth Floor MOP, turbo Kitchen Supplies APRON Drinking Glass cup and saucer Teaspoon Spoon Fork Plates breakable Bowl Big Caserrole Pot ( 4pc/Set) Non-Stick Electric Keetle (1.8 Liters) Dish Rack W/ Cover Kitchen Knife XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Disinfectant Spray Iysol 340g	Disinfectant Spray lysol 340g	Disinfectant Spray Iysol 340g

Tel No./Cellphone No./E-mail Address