



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

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

Request for Quotation No. : 2025-08-0052

Revised on:

Date: August 6, 2025

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

Office/End-User: Assistant District Engineer's Office

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 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:

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 **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.
10. **Quotation thru mail/fax will not be accepted**


RODERICK R. BACENA
Engineer III
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT 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	Tape, Duct, 2 inches	3	roll		
37	Fastener, plastic (50 pcs/box) short	2	box		

AMOUNT IN WORDS:

