



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
DAVAO ORIENTAL
2ND DISTRICT ENGINEERING OFFICE
REGION XI
Matiao, City of Mati



Name of Procuring Entity :	Request for Quotation No. 24-12-618	P.R. NO: 24-12-619
Revised on:	Date: December 12, 2024	
Standard Form/Title :	Office/End-User: Maintenance Section	
COMPANY NAME :		
ADDRESS :	Purchase of Maintenance Section Office Supplies.	
TEL. NO. / FAX NO. :	TIN NO.	

Please quote your lowest price on the item(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 _____ in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH, City of Mati, Davao Oriental.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **10 days** 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 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 certifications of the product, if
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php531,142.50**


CRISPIN P. VALLES
Engineer III
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Sticker paper (10packs per ream)	20	ream		
2	Correction Tape	80	piece		
3	Staple wire	20	box		
4	Note Pad (small)	60	piece		
5	Scotch Tape (1")	20	piece		
6	Masking Tape (1")	20	piece		
7	Duct Tape (3")	20	piece		
8	Note Pad (Tabbing, Flourescent)	100	piece		
9	Caution Tape	10	roll		
10	Clutch Pencil with Lead (ROTRING BRAND)	30	piece		
11	Stapler	5	piece		
12	Scissors (BIG)	6	piece		

Page 1 of 3 pages

Brand and Model : _____

Delivery Periods : _____

Price Validity : _____

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note 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 / Signature / Date

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

Website: www.dpwh.gov.ph

Tel. No(s): (087) 811-7576





Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
DAVAO ORIENTAL
2ND DISTRICT ENGINEERING OFFICE
REGION XI
Matiao, City of Mati



Name of Procuring Entity :	Request for Quotation No. 24-12-618	P.R. NO: 24-12-619
Revised on:	Date: December 12, 2024	
Standard Form/Title :	Office/End-User: Maintenance Section	
COMPANY NAME :		
ADDRESS :	Purchase of Maintenance Section Office Supplies.	
TEL. NO. / FAX NO. :	TIN NO.	

Please quote your lowest price on the item(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 _____ in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH, City of Mati, Davao Oriental.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **10 days** 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 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 certifications of the product, if
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php531,142.50**


CRISPIN P. VALLES
Engineer III
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
13	Paper Clips (Small)	30	box		
14	Paper Clips 1"	30	box		
15	Paper Clips 2"	30	box		
16	Photopaper A4 size	20	ream		
17	Clear Sheet	40	pack		
18	Document File Box (Royal Blue with Cover)	40	piece		
19	Arc File, legal	50	piece		
20	Binder Clips (extra small)	30	box		
21	Binder Clips (SMALL)	24	box		
22	Binder Clips (BIG)	12	box		
23	A4 size Bond Paper (80gsm)	250	ream		

Page 2 of 3 pages

Brand and Model : _____

Delivery Periods : _____

Price Validity : _____

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note 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 / Signature / Date

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

Website: www.dpwh.gov.ph

Tel. No(s): (087) 811-7576



