



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



Name of Procuring Entity :	Request for Quotation No. 25-08-219	P.R. NO: 25-07-216
Revised on:	Date: August 4, 2025	
Standard Form/Title :	Office/End-User: Construction Section	
COMPANY NAME :	Procurement of Office Supplies for the use of Construction Section, DPWH, Matiao, City of Mati, Davao Oriental	
ADDRESS :		
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 August 15, 2025 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 , Omnibus Sworn Statement** shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product, if applicable.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php243,705.00**


CRISPIN P. VALLES
OIC-Office of the
Asst. District Engineer

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond paper A4 70gsm	150	ream		
2	Bond paper A3 70gsm	20	ream		
3	Binder clip - 51mm	5	box		
4	Binder clip - 41mm	5	box		
5	Binder clip - 32mm	5	box		
6	Binder clip - 25mm	5	box		
7	Binder clip - 19mm	5	box		
8	Binder clip - 15mm	5	box		
9	Folder long (brown)	100	piece		
10	Expanded envelope long	100	piece		
11	Glue (big)	25	bottle		
12	Paper clip 50mm	5	box		

Brand and Model : _____

Page 1 of 4 pages

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



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



Name of Procuring Entity :	Request for Quotation No. 25-08-219	P.R. NO: 25-07-216
Revised on:	Date: August 4, 2025	
Standard Form/Title :	Office/End-User: Construction Section	
COMPANY NAME :	Procurement of Office Supplies for the use of Construction Section, DPWH, Matiao, City of Mati, Davao Oriental	
ADDRESS :		
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 August 15, 2025 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 , Omnibus Sworn Statement** shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product, if applicable.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php243,705.00**


CRISPIN P. VALLES
OIC-Office of the
Asst. District Engineer

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
13	Paper clip 33mm	5	box		
14	Masking tape 2"	5	roll		
15	Masking tape 1 ½"	5	roll		
16	Masking tape 1"	5	roll		
17	Masking tape ¾"	5	roll		
18	Masking tape ½"	5	roll		
19	Double sided tape 1"	5	roll		
20	Double sided tape 2"	5	roll		
21	Scotch tape 2"	5	roll		
22	Scotch tape 1"	5	roll		
23	Sticky notes	20	pack		
24	Sticky notes (sign here)	50	pack		

Brand and Model : _____

Page 2 of 4 pages

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



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



Name of Procuring Entity :	Request for Quotation No. 25-08-219	P.R. NO: 25-07-216
Revised on:	Date: August 4, 2025	
Standard Form/Title :	Office/End-User: Construction Section	
COMPANY NAME :	Procurement of Office Supplies for the use of Construction Section, DPWH, Matiao, City of Mati, Davao Oriental	
ADDRESS :		
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 August 15, 2025 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 , Omnibus Sworn Statement** shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product, if applicable.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php243,705.00**

CRISPIN F. VALLES
OIC-Office of the
Asst. District Engineer

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
25	Duct tape 2"	5	roll		
26	Correction tape	30	piece		
27	Staple wire #35	10	box		
28	Photo paper 120gsm	30	pack		
29	Sticker paper	20	pack		
30	Stapler #35 (with remover)	5	piece		
31	Mechanical pencil	20	piece		
32	Mechanical pencil lead	5	box		
33	Clear sheet protector Long	80	pack		
34	Picture frame 11x14	20	piece		
35	Colored pencil	3	set		
36	G-tech pen (black)	2	box		

Brand and Model : _____

Page 3 of 4 pages

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:



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



Name of Procuring Entity : Request for Quotation No. **25-08-219** P.R. NO: **25-07-216**

Revised on: Date: **August 4, 2025**

Standard Form/Title : Office/End-User: **Construction Section**

COMPANY NAME : Procurement of Office Supplies for the use
of Construction Section, DPWH, Matiao,
City of Mati, Davao Oriental

ADDRESS :

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 August 15, 2025 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 , Omnibus Sworn Statement** shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product, if applicable.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php243,705.00**

CRISPIN P. VALLES
OIC/Office of the
Asst. District Engineer

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
37	Permanent marker black	5	piece		
38	Wyte board marker	5	piece		
39	File box (blue with cover)	20	piece		
40	Arch file (blue) Long	50	piece		
41	Staple wire remover (plier type)	8	piece		
42	Marker black (use geotag picture signature)	20	piece		
43	Colored marker asstd.	10	piece		
44	Ring binder 1/2"	10	piece		
45	Ring binder 1"	10	piece		
46	Battery (double A) 4pcs/pack	5	pack		
47	Battery (triple A) 4pcs/pack	5	pack		
48	Hard drive 1TB	5	piece		

Brand and Model : Page 4 of 4 pages

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: