

Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS DAVAO ORIENTAL 2ND DISTRICT ENGINEERING OFFICE



OIC-Office of the

Asst. District Engineer

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:		: 4, 2025
Standard Form/Title :		Office/End-User:		
COMPANY NAME :				
		Procurement of Office Supplies for of Construction Section, DPWH,		
		ati, Davao O		
TEL. NO. / FAX NO.:		TTN 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 Accest 15.2035 in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH, City of Mati, Davao Oriental.

TERMS and CONDITIONS:

12 Paper clip 50mm

- 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.

8. 7	he approved budget ceiling for this procurement is	hp243,70	05.00		
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		

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



Delivery Periods :_

Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS



DAVAO ORIENTAL 2ND DISTRICT ENGINEERING OFFICE Matiao, City of Mati, Davao Oriental

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		st for Quo	tation No.	25-08-2		P.R. NO: 25-07	-216
_	rised on:				ate:	August 4, 202	
Stal	ndard Form/Title :			Dffice/End-U	ser: C	onstruction Sect	ion
COI	MPANY NAME :					Office Supplies for the Section, DPWH, Ma	
ADE	DRESS :					iti, Davao Oriental	daoj
						•	
	. NO. / FAX NO. :			TIN NO.			
your atta TEP 1. A 2. L (P.C imp 3. V for I 4. F 5. C Sta 6. B appe 7. P	lease quote your lowest price on the item(s) listed be requotation duly signed by your representative not inched herewith, to the BAC Secretariat for Goods, DPW RMS and CONDITIONS: All entries must be typewritten or legibly written. Delivery period within 10 days upon receipt of the application. Delivery period within 10 days upon receipt of the application. Administrative penalties pursuant to Sec. 69 of the osed for non-delivery without valid reason. Warranty shall be for a minimum of three (3) months for the endium of th	later than IH, City of the Revised for supplies days. To tation. Tations of the supplies of the supplies days.	10:00 A.M. Mati, Davao Inded Purch IRR-RA 918 & materials; Dmnibus Sw ne product, if	of August IS Oriental. ase Order A shall be one year	<u>CF</u>	in the return en	velope
Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRIC	E	TOTAL PRICE	
	Paper clip 33mm	5	box		\top		
	Masking tape 2"	5	roll				
	Masking tape 1 ½"	5	roll				
16	Masking tape 1"	5	roll		\neg		
	Masking tape %"	5	roll		\neg		
18	Masking tape ½"	5	roll		\neg		
	Double sided tape 1"	5	roll		\neg		
	Double sided tape 2"	5	roll		\top		
	Scotch tape 2"	5	roll		\top		
	Scotch tape 1"	5	roll		+		
	Sticky notes	20	pack		+		
	Sticky notes (sign here)	50	pack		\top		
	d and Model :	Page 2 of					

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Printed Name / Signature / Date

Price Validity:

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:	7		
Standard Form/Title:		Date:	August 4, 2025
Standard Formy Fide :		Office/End-User:	Construction Section
COMPANY NAME :			
		Procurement of	Office Supplies for the use
ADDRECC			Section, DPWH, Matiao,
ADDRESS :		City of M	lati, Davao Oriental
TEL. NO. / FAX NO. :		TTN NO	

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- 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

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 2 of			

	2 DOX
Brand and Model:	Page 3 of 4 pages
Delivery Periods :	Price Validity :

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Printed Name / Sign	ature / Date
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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, **ADDRESS** City of Mati, Davao Oriental

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, 20.25 in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH, City of Mati, Davao Oriental.

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OIC Office of the Asst. District Engineer

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	d and Model ·	Page 4 of			

brand and Model:	Page 4 of 4 pages
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