



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
DAVAO OCCIDENTAL DISTRICT ENGINEERING OFFICE
Brgy. Buhangin, Malita, Davao Occidental ,REGION XI



Name of Procuring Entity : DPWH DAVAO OCCIDENTAL RFQ No. : CID No. 24GLE0186
Revised on : PR No. : PR 24-11-0218
Standard Form / Title : REQUEST FOR QUOTATION Office/End-user : Administrative Section

COMPANY NAME :
ADDRESS :
TEL. NO./FAX NO. :

TIN NO. :

Terms and Conditions :

- 1) All entries must be type written or legibly written.
- 2) Delivery period within 10 CD upon receipt of the approved funded Purchase Order (PO). 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 (1) year for Equipment, 3 years from IT Equipment from date of acceptance by the end-user.
- 4) Price validity shall be for a period of 60-calendar days.
- 5) G-EPG Registration Certificate/Mayor's Permit/DTI or SEC/TAX Clearance/Warranty Certificate shall be attached upon submission of the quotation.
(certified true copy)
- 6) Bidders shall submit original brochures of the product, if applicable.
- 7) Please indicate the brand of each items being offered. (If applicable)
- 8) The Approved Budget Ceiling for this procurement is Php. **730,403.86**

*Please quote your lowest price on the item(s) listed below, subject to the Terms & Conditions stated below and submit your quotation duly signed by your representative not later than 02:00 P.M. of , **December 04, 2024** in the return envelope attached herewith to the BAC Secretariat for Goods, DPWH Davao Occidental.*

RANULFO A. FLORES
BAC Chairman

Item No.	ITEMS and DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	COMMON OFFICE SUPPLIES				
OS-0035	Correction pen (quick dry)	96	pcs.		
OS-0085	Paper Cutter, Large, HD	24	pcs.		
OS-0086	Paper Cutter, blade	12	tube		
OS-0074	Pencil, Mechanical, 0.5	24	pcs.		
OS-0090	Pencil, Lead Mechanical, 0.5	12	tube		
OS-0030	Document File folder with logo, A4, side flip, Royal blue	250	pcs.		
OS-0197	Document File folder with logo, A4, flip top, Royal blue	250	pcs.		
OS-0107	Document Tray, 2 layers, metal	12	pcs.		
OS-0171	Laminating Film, legal size (100 sheets/box)	3	boxes		
OS-0802	Laminating Film, roll	3	roll		
OS-0060	Glue, strong Adhesive (APS)	12	pack		
OS-0037	Cutting Matt, A3,45X 30cm	6	pcs.		
	x-x-x-x carried forward x-x-x-x-x				

	x-x-x-x brought forward x-x-x-x-x				
OS-0172	Cost Sheets	1000	pcs.		
OS-0148	Paper, special, legal	200	pcs.		
OS-0045	Eraser, Rubber	48	pcs.		
OS-0036	Correction Tape, Refillable	96	pcs.		
OS-0150	Puncher, HD	12	pcs.		
OS-0111	Ring Card, size 1, O-ring	24	pcs.		
OS-0658	Ring Card, size 2, O-ring	24	pcs.		
OS-0659	Ring Card, size 3, O-ring	24	pcs.		
OS-0061	Index card, size 3 x 5"/8.5" x 5.5", 100pcs/pack	6	packs		
OS-0071	Marker, flourescent, orange, 12pcs/bx	24	bx		
OS-0400	Marker, flourescent, green, 12 pcs/bx	12	bx		
OS-0803	Marker, flourescent, red, 12pcs/bx	24	bx		
OS-0399	Marker, flourescent, yellow, 12 pcs/bx	12	bx		
OS-0401	Marker, flourescent, pink, 12pcs/bx	12	bx		
OS-0049	Finger Tip Moistener, 10g, 2 inch, diameter	48	pcs.		
OS-0806	Expanding Envelope, legal blue, hard garter tie	6	bx.		
OS-0211	Expanding Envelope, legal, red, hard garter tie	6	bx.		
OS-0218	Expanding Envelope, legal, green, hard garter tie	6	bx.		
OS-0216	Expanding Envelope, legal, yellow, hard garter tie	6	bx.		
OS-0688	Expanding Envelope, legal, white, hard garter tie	6	bx.		
OS-0212	Expanding Envelope, legal, orange, hard garter tie	6	bx.		
OS-0090	Pencil #2, 12pcs/bx	24	bx.		
OS-0106	Push pin, with wooden clips for cork baord, wooden type, APS	24	bx		
OS-0140	Sticker, photo paper, matte	24	packs		
	x-x-x-x-x carried forward x-x-x-x-x				

	x-x-x-x brought forward x-x-x-x-x				
OS-0804	Sticker, photo paper, glossy	24	packs		
	Computer Equipment Supplies and Accessories				
CS-0020	USB, 32GB	12	pcs.		
CS-0020	USB Ordinary, 16GB	12	pcs.		
	Janitorial Equipment Supplies and Materials				
JS-0036	Hand soap liquid, 450ml/750ml	36	btl.		
JS-0023	Toilet bowl cleaner, 500ml	36	btl.		
JS-0014	Fabric Softener, 710ml	24	bts.		
JS-0006	Deodorizer 50g	72	pcs.		
	x-x-x-x-x-x-x-x-x				
Purchase of Common Office Supplies and Janitorial Supplies for use in District Engineering Office, DPWH DEO, Malita, Davao Occidental CY 2024					

: _____ Warranty : _____
 : _____ Price Validity : _____
 : _____ Credit
 : _____ C.O.D
 Brand & Model
 Delivery Period
 Please indicate Payment Term

After having carefully read & accepted your General Conditions, I/We quote you on the item(s) at price noted 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 over Signature/Date

Website: www.dpwh.gov.ph
 Local No(s).: 77823

