



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. 24GLE0203  
Revised on : PR No. : PR 24-11-0233  
Standard Form / Title : REQUEST FOR QUOTATION Office/End-user : Planning & Design 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-EP5 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. **724,656.64**

*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 10, 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
	<b>A. COMMON OFFICE SUPPLIES</b>				
OS-0339	Tape, masking 1"	100	rolls		
OS-0051	PVC Cover, A4 (100 pcs/ box)	3	boxes		
OS-0657	Binding Clip, 19mm, black	100	boxes		
OS-0656	Binding Clip, 25mm, black	100	boxes		
OS-0655	Binding Clip, 32mm, black	100	boxes		
OS-0090	Pencil, Ordinary, 12 pcs / box	20	boxes		
OS-0091	Pen, permanent, Broad (Black)	20	boxes		
OS-0128	Sign Pen (0.7) Blue (12pcs/box)	30	boxes		
OS-0128	Sign Pen (1.0) Blue (12pcs/box)	20	boxes		
OS-0006	Ballpen, Ordinary (Blue)	50	boxes		
	<b>A. 1 Paper Materials &amp; Products</b>				
OS-0016	Paper , Book, A4 (Sub-20) 210.058mm x 297mm (70GSM)	150	boxes		
OS-0043	Engineer's Field Book	200	pcs		
OS-0374	Folder, A4, Brown, Ordinary	200	pcs		
OS-0018	Envelope, Brown, Legal	200	pc/s		
	<b>B. JANITORIAL SUPPLIES</b>				
JS-0001	Air Freshener spray, Aerosol, 320ml	20	bottles		
	x-x-x-x-x-x carried forward x-x-x-x-x-x				

	x-x-x-x-x brought forward x-x-x-x-x-x				
JS-0049	Dishwashing Sponge	50	pcs		
JS-0037	Dishwashing Liquid	20	bottles		
JS-0009	Disinfectant Spray, 500ml	20	bottles		
JS-0007	Detergent Powder, 1kl	20	kilos		
	x-x-x-x-x-x				
<b>Purchase of Common Office Supplies, Paper Materials &amp; Products &amp; Janitorial Supplies for Planning &amp; Design Section (PDS), DPWH, DEO Davao Occidental for CY 2024.</b>					

: \_\_\_\_\_ Warranty : \_\_\_\_\_  
 : \_\_\_\_\_ Price Validity : \_\_\_\_\_  
 : \_\_\_\_\_ Credit  
 Brand & Model \_\_\_\_\_ C.O.D  
 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](http://www.dpwh.gov.ph)  
 Local No(s).: 77823

