



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SOUTH COTABATO 2ND
DISTRICT ENGINEERING OFFICE
REGION XII
Alunan Avenue, Koronadal City, South Cotabato

Name of Procuring Entity: **DPWH-SC2nd DEO**

Request for Quotation : **GMG-2024-0007**

Revised on :

Date : **April 25, 2024**

Standard Form/Title : **REQUEST FOR QUOTATION**

Office/End-User : **DPWH-SC2ND DEO**

COMPANY NAME :

ADDRESS :

TEL. NO./FAX No. :

TIN :

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. on May 2, 2024** in the return envelope attached herewith.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period is **within Seven (7) calendar days** upon the 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; 3 years for IT Equipment from the date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration Certificate, Mayor's Permit, & DTI shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php 329,800.00.**


SUSAN M. TAPIT, MPA, JD
Engineer III
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Supply/Delivery of Office and Janitorial Supplies for use of DPWH-South Cotabato 2nd DEO, Koronadal City, South Cotabato for the 2nd Quarter of CY 2024					
1	ARCHFILE Folder, A4, blue	100	piece		
2	BALLPEN, black, ordinary	120	piece		
3	BATTERY, size AA, 2 pcs./packet	10	packet		
4	BATTERY, size AAA, 2 pcs./packet	10	packet		
5	ENVELOPE, documentary, long	200	piece		
6	MARKER, permanent, black, fine	24	piece		
7	PAPER, colored, book, A-4, S-24, green	5	ream		
8	PAPER, colored, book, A-4, S-24, pink	10	ream		
9	PAPER, colored, book, A-4, S-24, blue	5	ream		
10	PAPER FASTENER, regular size, plastic	40	box		
11	PAPER, multicopy, 80gsm, size: 210mmx297mm, A4	750	ream		
12	PAPER, multicopy, 80gsm, size: 210mmx297mm, legal	10	ream		
13	SIGN PEN, uniball, gel, 1.0mm, black	30	piece		
14	SIGN PEN, blue, liquid gel ink	24	piece		
15	SIGN PEN, black, liquid gel ink	60	piece		
16	SIGN PEN, green, liquid gel ink	6	piece		
17	SIGN PEN, red, liquid gel ink	6	piece		
18	STAPLE WIRE, standard, #35	50	box		
19	TAPE, duct (2")	10	roll		
20	TAPE, double sided with foam	10	roll		
21	ALCOHOL, 70% Isopropyl	5	gallon		
22	DETERGENT POWDER, all-purpose, 40 grams, sachet	60	dozen		
23	DISHWASHING PASTE, 400 grams	12	can		
24	FABRIC CONDITIONER, sachet	30	dozen		
25	LIQUID BLEACHING CLEANER, 900ml	24	bottle		
26	TRASHBAG, plastic, 100pcs./pack	10	roll		

Brand and Model :

Warranty :

Delivery Period :

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

Printed Name / Signature / Date