



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
SOUTH COTABATO 2ND  
DISTRICT ENGINEERING OFFICE  
City of Koronadal, South Cotabato Region XII

Name of Procuring Entity: <b>DPWH-SC2nd DEO</b>	Request for Quotation : <b>GMG-2025-0004</b>
Revised on :	Date : <b>March 10, 2025</b>
Standard Form/Title : <b>REQUEST FOR QUOTATION</b>	Office/End-User : <b>DPWH-SC2ND DEO</b>
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 March 18, 2025** 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 (1) year for Equipment; three (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 365,160.00.**

  
**SUSAN M. TAPIT, MPA, JD**

Engineer III  
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Supply/Delivery of Office and Janitorial Supplies for use of DPWH-South Cotabato 2nd DEO, Koronadal City, South Cotabato</b>				
1	Archfile, A4, blue, with customized DPWH-SC2nd DEO Logo	500	piece		
2	Archfile, Legal, blue, with customized DPWH-SC2nd DEO Logo	100	piece		
3	Battery, size AA, 2 pcs./packet	10	packet		
4	Battery, size AAA, 2 pcs./packet	10	packet		
5	Morocco Board, paper, short, blue	200	piece		
6	Paper, multicopy, 80 gsm, size: 210mm x 297mm, A4	500	ream		
7	Sign Pen, blue, liquid gel ink 1.0	24	piece		
8	Sign Pen, black, liquid gel ink 1.0	24	piece		
9	Empty Sack, large size	200	piece		
10	Mop Squeezer	2	piece		
11	Air Freshener, scented gel, 180g	30	piece		
12	Broom, soft (tambo)	20	piece		
13	Broom Stick (tingting)	10	piece		
14	Detergent Powder, all purpose, 40 grams, sachet	30	dozen		
15	Fabric Conditioner, 30-40 grams, sachet	50	dozen		
16	Gloves, rubber	12	pair		
17	Oxalic Acid, concentrate, 500 grams	30	pack		
18	Trashbag, plastic, 33"x39", 100 pcs./pack	15	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

Printed Name / Signature / Date