



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
COTABATO 1st DISTRICT ENGINEERING OFFICE
Midsayap, Cotabato, Region XII

Contract Name : Supply/Delivery of Office and Janitorial Supplies for Use in Construction Section (2nd Quarter of 2025)

Location of the Contract : DPWH Cotabato 1st DEO

Name of the Procuring Entity : DPWH-COTABATO 1ST DEO

Request for Quotation No. : 2025-03-0018

Revised on:

Date: March 27, 2025

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

Office/End-User: Construction Section

COMPANY NAME :

ADDRESS :

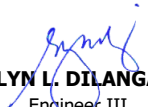
TEL.NO./FAX NO. :

TIN:

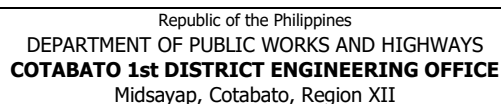
Please quote your lowest price in the items(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 A.M. of **April 4, 2025**, in the return enveloped attached herewith, to the BAC Secretariat, DPWH-Cotabato 1st District Engineering Office, Villarica, Midsayap, Cotabato.

TERM AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **Fifteen (15 CD)** 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; 3 years IT 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 shall be attached upon submission of the quotation
6. Bidders shall submit original brochures showing certification of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php278,234.00**
9. All documentary requirements for the **Small Value Procurement** including the signed and notarized **Sworn Statement** shall be attached upon submission of the quotation.
10. **Quotation thru mail/fax will not be accepted**


EVELYN L. DILANGALEN
Engineer III
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Book Paper A4	300	reams		-
2	Book Paper Legal	10	reams		
3	Paper A3L	20	reams		
4	Record Book 500 pages	20	pcs		
5	Tape, Duck , 2 inches	10	rolls		
6	PVC Binding Cover A4	5	pads		
7	Dater Self ink S-300	2	pcs		
8	Ear Tag	20	pcs		
9	Marker White Board Black	12	pcs		
10	Paper Clip Vinyl Plastic coated 50mm	5	boxes		
11	Rubber Eraser	6	pcs		
12	Field Engineer's Notebook	20	pcs		
13	Photo Paper (A4) glossy	20	packs		
14	Ballpen Black Pilot 1box/12pcs	1	box		
15	External Drive 1TB (SSD)	3	pcs		
16	3 Gang Outlet	5	pcs		
17	White Board Marker Eraser	6	pcs		
18	Glue Gun	2	pcs		
19	Scotch Tape 4 inches	10	rolls		
20	Folder Long Brown	200	pcs		
21	Correction Tape 8 meters	20	pcs		
22	Envelope Brown Long	200	pcs		
23	Envelope Expanded Brown Long	50	pcs		
24	Epson Ink (003 black)	50	bottles		
25	Epson Ink (003 cyan)	10	bottles		
26	Epson Ink (003 Magenta)	10	bottles		
27	Epson Ink (003 yellow)	10	bottles		
28	Brother Ink Black 2 sets	2	sets		
29	Staple Wire #35	15	boxes		
30	Staple Wire #10	10	boxes		
31	Stick Glue	20	pcs		
32	Electric Fan	3	units		
33	Wheel Meter	5	pcs		
34	Chain 100 meters	2	pcs		
35	Sign Pen Blue 0.5	36	pcs		
36	Electric Stove	1	unit		
37	Clip Binder (2 inches) 12pcs/box	10	369		
38	Clip Binder (1 inch) 12pcs/box	15	boxes		
39	Clip Binder 3/4 wide 12pcs/box	10	boxes		
40	Paper Fastener (plastic) long	15	boxes		
41	Marker Fluorescent (stabilo)	5	boxes		



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[illegible]

AMOUNT IN WORDS:

Brand and Model:	Warranty :
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Delivery Period: _____ **Price Validity :** _____

for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Condition specified by DPWH.

Tel No. (064) 577-0389

Telefax No. (064) 577-0389

Printed name/Signature/Date

Tel No./Cellphone No./E-mail Address