


Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**DAVAO ORIENTAL**  
**2ND DISTRICT ENGINEERING OFFICE**  
**REGION XI**  
Matiao, City of Mati

Name of Procuring Entity :	Request for Quotation No. <b>24-06-310</b>	P.R. NO: <b>24-06-314</b>	Date: <b>June 27, 2024</b>
Revised on:	Office/End-User: <b>Planning &amp; Design Section</b>		
Standard Form/Title :	<b>Procurement of Office Supplies for use of PDS-Pavement Management System (PMS)</b>		
COMPANY NAME : _____			
ADDRESS : _____	TIN NO. _____		

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. of \_\_\_\_\_ in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH, City of Mati, Davao Oriental.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within **10 days** 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 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 certifications of the product, if
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php74,000.00**

  
**FIDELA M. BISEN**  
Asst. District Engineer  
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Mechanical pencil (0.7mm)	20	piece		
2	Self Seal Postal Envelope (A4 size)/50's	5	pack		
3	Self Seal Postal Envelope (A5 size)/50's	2	pack		
4	Staple wire #10	20	box		
5	Vinyl Paper Clips-28mm (assorted color)	50	box		
6	Vinyl Paper Clips-50mm (assorted color)	50	ream		
7	Labeling Tape Cassette (laminated 12mm Black on	20	piece		
8	Labeling Tape Cassette (laminated 12mm Black on	20	piece		
9	Labeling Tape Cassette (laminated 12mm Black on	20	piece		
10	Duct Tape 2-inch/25m (Gray)	10	roll		

Page 1 of 2 pages

Brand and Model : \_\_\_\_\_

Delivery Periods : \_\_\_\_\_

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 specified by DPWH.**

\_\_\_\_\_  
Printed Name / Signature / Date

\_\_\_\_\_  
el. No. / Cellphone No. / E-mail Address


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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
11	Duct Tape 1-inch/25m (Gray)	10	roll		
12	Colored Sticker Paper (A4)/10's)	20	pack		
13	PMS-Uniform Polo Shirts/dry fit	50	piece		

Page 2 of 2 pages

Brand and Model : \_\_\_\_\_

Delivery Periods : \_\_\_\_\_

Price Validity : \_\_\_\_\_

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