



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SOUTH COTABATO 1ST
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE XII
Tindalo St., Balite, Brgy. Lagao, General Santos City

Name of Procuring Entity : DPWH So. Cot. 1ST , DEO, GSC Request for Quotation PR No: 2025-03-032-020

Revised on : Date : March 18, 2025

Standard Form/Title : REQUEST FOR QUOTATION (Shopping) Office/End - User : Procurement Unit

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. Of March 27, 2025** in the return envelope attached herewith to Procurement Office of Department of Public Works and Highways South Cotabato 1st District Engineering Office, Tindalo St., Balite, Brgy. Lagao, General Santos City.

TERMS and CONDITIONS:

1. All entries must be typewriter or legibly written.
2. Delivery period within **30 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 Number, Mayor's/Business Permit and Omnibus Sworn Statement 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 **P 101,392.00**

(SGD) ADRIANO N. NOGODULA III
OIC-Assistant District Engineer
BAC Chairperson

Stock Property No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Common Office Supplies, Janitorial Supplies and Electrical Supplies for 1st Quarter of CY 2025 for use in the operation of the Procurement Unit of DPWH South Cotabato 1st DEO General Santos City.				
	<u>Common Office Supplies</u>				
OS - 002	Ballpen, blue 0.5 ball point	15	piece		
OS - 001	Ballpen, black 0.5 ball point	15	piece		
OS - 005	Brown Envelope, Legal	200	piece		
OS - 009	Clip backfold, 19mm, 12 pcs	20	pack		
OS - 028	Envelope, Expanding, Legal size, Kraft Board	200	piece		
OS - 035	Folder, Tagboard, A4 size	200	piece		
OS - 045	Marker, permanent, broad, black	6	piece		
OS - 046	Marker, permanent, broad, blue	6	piece		
OS - 064	Paper, Multicopy, 80gsm, size: 210mmx297mm(A4)	250	ream		
OS - 073	Puncher, Heavy Duty	4	unit		
OS - 083	Ruler, aluminum, 12"	10	piece		
OS - 091	Sign Pen, blue, 0.7	36	piece		
OS - 092	Sign Pen, blue, 0.5	24	piece		

OS -108	Staple Wire # 35	6	box		
OS- 117	Tape, Double Sided, 1 inch	10	roll		
OS - 122	Tape, Packaging, 48mm (2 inch)	6	roll		
OS - 123	Tape, Transparent, 24mm (1 inch)	6	roll		
<u>Common Janitorial Supplies</u>					
OJ - 010	Cleaner, scouring powder, 350g	10	bottle		
OJ - 015	Dishwashing Liquid, 475ml	12	bottle		
OJ - 017	Diswashing Sponge with scouring pad, 70 x 70 mm	6	piece		
OJ - 018	Disinfectant Spray 400 grams	6	bottle		
OJ - 023	Dust pan, plastic	2	piece		
OJ - 024	Fabric Conditioner, 900 ml	6	bottle		
OJ - 034	Glass Cleaner, 350ml , with trigger	6	bottle		
OJ - 035	Hand Soap, liquid, 500ml	5	bottle		
OJ - 036	Hand Towel, Absorbent	6	Piece		
OJ - 042	Powder Detergent, 1 kilo	10	pouch		
MM - 031	Sacks (50kgs Capacity)	30	Piece		
OJ - 045	Soapbar, 175 grams	5	piece		
OJ - 046	Soft broom	2	piece		
OJ - 048	Toilet Deoderizer	5	piece		
OJ - 050	Toilet Tissue, 3 ply	250	piece		
OJ - 029	Floor Mop with spin dry (heavy duty) bucket, 49.5 cm x 27.5 cm x 31.5 cm, Head-124.5 x 16.3cm L-46.3 x W-26.5 x H-25 cm	2	unit		
OJ - 053	Trash Bag, plastic, black, small (100 pcs per pack)	6	pack		
OJ - 055	Trashbag, plastic, black large with tie (100 pcs)	6	pack		
OJ - 063	Wet Wipes, 80 sheets	12	pack		

Total Amount in Figures Php:

Total Amount in Words:

The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all of the name. Otherwise , they will be subjected for disqualification.

Please specify brand name otherwise, bids will not be accepted.

Brand and Model

Delivery Period

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.

c/o ADRIANO N. NOGODULA III

BAC Chairperson

DPWH, South Cotabato 1st DEO, General Santos City

Printed Name / Signature / Date

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

