



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



Name of Procuring Entity :	25-04-120	P.R. NO: 25-04-122
Revised on:	Date: April 21, 2025	
Standard Form/Title :	Office/End-User: Records Unit	
COMPANY NAME :	For use in the Records Unit, DPWH, Matiao, City of Mati, Davao Oriental	
ADDRESS :		
TEL. NO. / FAX NO. :		
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 applicable.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **Php484,166.00**

**CRISPIN P. VALLES**  
Engineer III

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Clear Sheet Protector A4	200	pack		
2	Staple Wire #35	1	box		
3	Binder clip - 51mm	3	box		
4	Binder clip - 41mm	3	box		
5	Binder clip - 32mm	3	box		
6	Glue (big)	3	bottle		
7	Paper Fastener	10	box		
8	Expanded Envelope	100	piece		
9	Arch file (blue folder) A4	200	piece		
10	File Box (blue)	100	box		
11	Folder (brown) legal	100	piece		
12	Bond paper A4 (70gsm)	50	ream		

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

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

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

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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
13	Bond paper Long (70gsm)	20	ream		
14	Bond paper A3 (70gsm)	10	ream		
15	Photo Paper A4	10	pack		
16	Masking tape 2"	10	roll		
17	Masking tape 1"	10	roll		
18	Scotch tape 2"	10	roll		
19	Scotch tape 1"	10	roll		
20	Double sided tape 1"	10	roll		
21	Double sided tape 2"	10	roll		
22	Brown Envelope (500's)	2	box		
23	Mailing Envelope with DPWH Logo	2	box		
24	Correction tape	30	piece		

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

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**CRISPIN R. VALLES**  
Engineer III

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
25	Rubber Bond (big)	1	box		
26	Stamp Pad (black)	1	piece		
27	Stamp Pad (blue)	1	piece		
28	Stamp Pad Ink (black)	3	bottle		
29	Stamp Pad Ink (violet)	3	bottle		
30	Colored Bond Paper A4 (green)	5	ream		
31	Logbook (red & black) 500 pages	3	piece		
32	Stapler with remover	4	piece		
33	Carbon Paper	2	box		
34	Epson Ink 664 - Black	10	bottle		
35	Epson Ink 664 - Cyan	5	bottle		
36	Epson Ink 664 - Magenta	5	bottle		

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

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Engineer III

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
37	Epson Ink 664 - Yellow	5	bottle		
38	Epson ink #003 - Black	12	bottle		
39	Epson ink #003 - Cyan	6	bottle		
40	Epson ink #003 - Magenta	6	bottle		
41	Epson ink #003 - Yellow	6	bottle		
42	Tonner TN324K - Black	2	piece		
43	Tonner TN324C - Cyan	1	piece		
44	Tonner TN324M - Magenta	1	piece		
45	Tonner TN324Y - Yellow	1	piece		
46	Drum Unit DR313 - Black	1	unit		
47	Drum Unit DR313 - CMY	1	unit		
	<b>x-x-x - nothing follows - x-x-x</b>				

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Page 4 of 4 pages

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