



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 :	25-05-148	P.R. NO: 25-05-179
Revised on:	Date: May 23, 2025	
Standard Form/Title :	Office/End-User: Maintenance Section	
COMPANY NAME :	Purchase of Maintenance Section Office Supplies	
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 **Php476,950.00**

CRISPIN P. VALLES
Engineer III/OIC-Office
of the Asst. Dist. Engr.

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Correction Tape	40	piece		
2	Glue (small)	20	piece		
3	Double Sided tape (1")	30	piece		
4	A4 size Bond Paper (80gsm)	200	ream		
5	Legal size Bond Paper (80gsm)	60	ream		
6	A3 size Bond Paper (80gsm)	80	ream		
7	Brown Envelope (Legal/Long size)	100	piece		
8	Brown Envelope (A4 size)	100	piece		
9	Expanded Envelope (Legal/Long size)	100	piece		
10	Toner Black (TN324 K)	5	piece		
11	Toner Cyan (TN324 C)	3	piece		
12	Toner Yellow (TN324 Y)	3	piece		
13	Toner Magenta (TN324 M)	3	piece		
	x-x-x - nothing follows - x-x-x				

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

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