



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ZAMBOANGA CITY 1st DISTRICT ENGINEERING OFFICE
Zamboanga City, REGIONAL OFFICE IX



Name of Procuring Entity: DPWH-ZC 1st DEO		Request for Quotation/PR No.: 2025-03-011	
Revised on:		Date: March 19, 2025	
Standard Form/Title: REQUEST FOR QUOTATION		Office/End User:	
COMPANY NAME :	For use in the Maintenance section, DPWH - ZC 1st DEO		
ADDRESS :			
TEL NO./FAX NO. :	TIN No:		Mode: SVP
Please quote your 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 am of _____, 2025 in the return envelope attached herewith.			

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written
2. Delivery period within Thirty (30) working 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 period of three (3) months for supplies & materials and 1 year for equipment; 3 years IT Equip. from date of acceptance by the end-user.
4. Price validity shall be for a period of (60) calendar days
5. **Mayors/Business permit, Annual ITR, Tax Clearance, DTI/SEC, PhilGEPS Registration Certificate & Omnibus Sworn Statement shall be attached upon submission of this RFQ.**
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each items being offered.

8. TOTAL Approved Budget for the Contract (ABC) Php 231,505.00

ITEM	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Arch File Folder A4 (side Clip Blue)	15	pcs		
2	Paper, Bond, sub 20, A4	40	ream		
3	Paper, Bond, sub 20, Folio	40	ream		
4	Paper, Bond, sub 20, A3	15	ream		
5	Folder, pressboard, legal, 100s/box	1	box		
6	Envelope, Expandable, legal, brown 100s/box	1	box		
7	Record Book Wide (500 pages)	10	pcs		
8	Glue Big (240 gms)	1	pcs		
9	Ordinary Fine Ballpen Black(HBW XR)	5	box		
10	Ordinary Fine Ballpen Bue(HBW XR)	5	box		
11	Sign pen 0.5 Black Pentel Brand	5	box		
12	Sign pen 0.5 Blue Pentel Brand	5	box		
13	Marker, pilot brand, black (broad)	3	box		
14	Pencil, lead with eraser, 12pcs/box	3	box		
15	Scissors (Medium)	5	pcs		
16	Heavy Duty Puncher	10	pcs		
17	Heavy Duty Stapler (best quality)	10	pcs		
18	Fastener	10	box		
19	Staple remover	5	pcs		
20	Staple wire	15	box		
21	2 inch Paper Clamp	4	box		
22	Transparent Ruler	4	pcs		
23	1/2 inch Sticky Notes	10	pad		
24	Data File Box, 5"x9"x15-3/4"	20	pcs		
25	Paper Clip 33mm	10	box		
26	Correction Tape, 8mm	20	pcs		
27	Clear Tape	10	pcs		
28	Tabbings, clear	10	pcs		
29	Paper, sticker, A4, best quality	10	pack		
30	Paper, Photo glossy, A4	10	pack		
31	Ink refill (black)	10	bot		


GLITEZA E. CACERES
BAC - Chairperson