



Republic of the Philippines
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ZAMBOANGA DEL NORTE 2ND DISTRICT ENGINEERING OFFICE
 Sta. Isabel, Dipolog City, Region IX

Name of Procuring Entity: DPWH ZN 2nd District Engineering Office
 Revised on:
 Standard Form/Title:

Request for Quotation: **P.R. No. 25-05-071**
 Date: **05/16/2025**
 Office/End-User: **Maintenance Section**
 TIN:

COMPANY NAME: _____
 ADDRESS: _____
 TEL. NO./FAX 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 _____ with the return envelope attached herewith, to the BAC Secretariat for Goods, Sta. Isabel, Dipolog City.

TERMS AND CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within thirty (30) calendar 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.
- 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.
- Price validity shall be for a period of sixty (60) calendar Days.
- PhilGEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product, (If applicable)
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **Php12,423.26**

JOSE TEOVY S. OCHOTORENA
 BAC Chairperson

REQUEST FOR QUOTATION

Item No.	ITEMS & DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Clip, backfold, 50mm	6	box		
	Correction Tape, 8m	36	pc		
	Data Folder, Royal Blue, ISO compliant (please refer to the end-user's specific requirement)	30	pc		
	Fastener, medium size, 6" 70mm , standard	6	box		
	Notepad, stick-on, 76mm x 100mm (3"x 4")	10	pc		
	Record Book, 300 pages	10	book		
	Stick-on Note, 5 colors per pack (please refer to the end-user's preference)	10	pack		
	Tape, transparent, 24mm	6	roll		
	X-X-X--X-X-X-X-X-X-X-X-X-X-X				
<i>Purpose:</i>	<i>Purchase of Office Supplies for use in the Maintenance Section for the 2nd quarter CY-2025, this district.</i>				

Total Amount P -----

Brand Model: _____ **Warranty:** _____
Delivery Period: _____ **Price Validity:** _____

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices 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

BAC - SECRETARIAT:
 Tel. No. 212 - 2538
 Fax. No. (065) 212 - 2538

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