



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: _____

COMPANY NAME: _____

ADDRESS: _____

TEL. NO./FAX NO.: _____

Request for Quotation: **P.R. No. 25-05-083**

Date: **05/19/2025**

Office/End-User: **Administrative Section**

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 _____ with the return envelope attached herewith, to the BAC Secretariat for Goods, Sta. Isabel, Dipolog City.

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. 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.
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. PhilGEPS 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 **Php166,518.43**

JOSE TEOVY S. OCHOTORENA
BAC Chairperson

REQUEST FOR QUOTATION

Item No.	ITEMS & DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	A4 Clear Transparent Rigid, PVC (Binding Cover)	1	box		
2	Ballpen, Black, 0.5	19	box		
3	Ballpen, Blue, 0.5	16	box		
4	Clip, backfold (binder clip), 19mm, 12s/box	10	box		
5	Clip, backfold (binder clip), 25mm, 12s/box	35	box		
6	Clip, backfold (binder clip), 32mm, 12s/box	35	box		
7	Clip, backfold, 50mm	16	box		
8	Computer Keyboard	3	pc		
9	Correction Pen w/ metal ballpoint	12	pc		
10	Correction Tape, 8m min.	128	pc		
11	Data File Box, Royal Blue, ISO Compliant (Please refer to the end-user's specific requirement)	24	pc		
12	Data Folder, Royal Blue, ISO Compliant (Please refer to the end-user's requirement) Dimension: L-28.5cm; W-7.5cm; H-35cm	282	pc		
13	Double-sided Tape, 1 inch	10	roll		
14	Envelope, mailing, brown long	1	box		
15	Envelope, mailing, white long	1	box		
16	Folder, expanded, legal size	1	pack		
17	Folder, ordinary, legal, 100 pcs/pack	3	pack		
18	Glue, all-purpose, gross weight: 300 grams	8	bottle		
19	Ink for stamp pad, black	1	bottle		
20	Ink for stamp pad, purple	11	bottle		

Brand Model: _____

Delivery Period: _____

Total Amount P

Warranty: _____

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



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BAC Chairperson

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21	Marker Pen, Fluorescent, 2 assorted colors/set	5	set		
22	Marker, permanent, felt-tip, broad-type, black	5	pc		
23	Marker, permanent, felt-tip, bullet-type, black	12	pc		
24	Marker, whiteboard, felt-tip, bullet-type, black	12	pc		
25	Marker, whiteboard, felt-tip, bullet-type, blue	12	pc		
26	Marker, whiteboard, felt-tip, bullet-type, red	12	pc		
27	Mechanical Pencil	10	pc		
28	Notepad, stick-on, 3"x3"	12	pad		
29	Notepad, stick-on, 76mm x 100mm (3"x4")	17	pad		
30	Paper Clip, gem-type, 48mm, 100s/box	5	box		
31	Paper Clip, vinyl w/ plastic coated, 33mm	14	box		
32	Paper Clip, vinyl w/ plastic coated, 55mm	12	box		
33	Paper Fastener, plastic, 70mm, standard	2	box		
34	Paper Tray (3-4 layers)	3	unit		
35	Paper Trimmer/cutting machine, table top, 15x12	1	unit		
36	Paper, Multicopy, A3, 80 gsm	14	ream		
37	Photo paper, long	15	pack		
38	Sign Pen, black 0.50	21	pc		
39	Sign Pen, black 0.50 (12 pcs/box)	12	box		
40	Sign Pen, blue 0.50	10	box		

Total Amount P

Warranty: _____

Price Validity: _____

Brand Model: _____

Delivery Period: _____

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JOSE TEOVY S. OCHOTORENA
BAC Chairperson

REQUEST FOR QUOTATION

Item No.	ITEMS & DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
41	Sign Pen, blue 0.50 (12 pcs/box)	1	box		
42	Stamp Pad Ink (purple/violet) w/ applicator	4	pc		
43	Stamp Pad, Felt, black, 70mm x 110mm	3	pc		
44	Stamp Pad, Felt, blue, 70mm x 110mm	3	pc		
45	Stamp Pad, Felt, violet, 60mm x 100mm	2	pc		
46	Stamp Pad, Felt, violet, 70mm x 110mm	13	pc		
47	Stick-on Note, 5 colors per pack please refer to the end-user preference)	10	pack		
48	Stick-on Note, 5 colors per pack	15	pack		
49	Tape Dispenser, table top	5	unit		
50	Tape, Double sided, 24mm (1")	5	roll		
51	Tape, Double sided, 48mm (2")	6	roll		
52	Tape, masking, 24mm (1")	12	roll		
53	Tape, packing, 48mm (2")	6	roll		
54	Tape, transparent, 24mm (1")	55	roll		
55	Tape, transparent, 48mm (2")	13	roll		
	x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x				
Purpose:	For consolidation of office supplies for use in various sections in this office for the 2nd quarter CY-2025, this district.				

Brand Model: _____

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Total Amount P -----

Warranty: _____

Price Validity: _____

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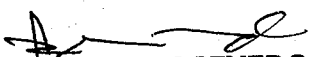
APPROVED BUDGET FOR THE CONTRACT (ABC)

Summary of Costs

Fill out all the spaces provided. Write (N/A) if not applicable.

No.	Item	Cost
1	Actual Market Price of Product	₱ 166,518.43
2	Incidental Expenses	
	• Taxes/Customs/Duties	N/A
	• Licenses/Registration	N/A
	• Insurance	N/A
	• Storage/Freight/Hauling	N/A
	• Installation/Removal	N/A
	• Training Costs	N/A
	• Cost of Inspection	N/A
	• Others: (Specify)	
3	Cost of Money/Adjustment for Inflation	N/A
4	Discounts (<i>for Bulk Buying</i>)	N/A
5	Spare Parts/Maintenance Costs/Warranty	N/A
6	Adjustment for currency valuation	N/A
	(<i>if procured from a foreign country/abroad</i>)	
7	Life cycle cost	N/A
	Grand Total	₱ 166,518.43

Prepared by:


ALMAR C. ACEVEDO
Chief, Administrative Section/
Concurrent Head, ESU

Approved by:


AMINODIN P. MANIRI
District Engineer