



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**REGIONAL OFFICE IX**  
Veterans Avenue Extension, Tetuan, Zamboanga City



Name of Procuring Entity :	DPWH, Regional Office IX, Z.C.	Request for Quotation (P.R. No.) :	24-11-232
Revised on:		Date :	January 17, 2025
Standard Form/Title :	<b>REQUEST FOR QUOTATION</b>	Office/End-User :	Administrative Division & Management
COMPANY NAME :			
ADDRESS :			
TEL. NO./FAX No :	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 \_\_\_\_\_ in the return envelope attached herewith, to the Procurement Unit, DPWH Regional Office IX, Veterans Avenue Extension, Tetuan, Zamboanga City.

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written
2. The delivery period **within 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; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. **PhilG-EPS Registration Certificate, Mayor's Permit, DTI/SEC, Omnibus Sworn Statement (for above 50,000.00), Tax Clearance shall be attached upon submission of the quotation.**
6. Bidders shall submit original brochures of the product .
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is Php **592,930.00**

  
**SORAYYAH M. IBRAHIM, CESO IV**  
Assistant Regional Director  
BAC Chairperson

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	<b>PR No. 24-11-232 (Administrative Division)</b>				
1	Arch file folder, A4 size (see attached Memo for specification)	200	pcs		
2	Official Record Book 500 pages	50	pcs		
3	Official Record Book 250 pages	20	pcs		
4	Separator/Divider A4 size	100	pack/set		
5	Construction paper, short size, color blue	10	ream		
	<i>~Nothing Follows~</i>				
	<i>Purpose: For use at Records Management Section under Administrative Division</i>				
	<b>PR No. 24-12-237 (Management)</b>				
1	Pilot Hi-Tecpoint V10 grip 1.0 blue	10	box		
2	Pilot G-2 - 7-L Blue	10	box		
3	Pilot G-2 - 7-L Black	10	box		
4	Pilot Twin Marker (blue)	10	box		
5	Sign Here sticky note	10	box		
6	Stapler Heavy Duty (Please see attached picture)	10	pcs		
7	Trash Bag XL size	100	pack		

