



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
**ZAMBOANGA CITY**  
**DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE IX  
Divisoria, Zamboanga City

Name of Procuring Entity: DPWH-DEO Zamboanga City

Request for Quotation: PR No.2024-03-119

Revised on:

Date: 03-26-2024

Standard Form/Title: **REQUEST FOR QUOTATION**

Office/End User: Finance Section

COMPANY NAME :

For the Finance (1st Quarter), DPWH-ZCDEO,MCLL

ADDRESS :

Highway Divisoria,Z.C

TEL NO./FAX NO. :

TIN No:

Mode: **Shopping**

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 \_\_\_\_\_, 2024 in the return envelope attached herewith.

**TERMS AND CONDITIONS:**

- All entries must be typewritten or legibly written
- 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.
- Warranty shall be for a period of three (3) months for supplies & materials and 1 year for equipment; 3 years IT Equipmt. from date of acceptance by the end-user.
- Price validity shall be for a period of (60) calendar days
- Mayors/ Business permit, Annual ITR, Tax Clearance, DTI/SEC & PhilGEPS Registration Certificate shall be attached upon submission of this RFQ.**
- Bidders shall submit original brochures of the product.
- Please indicate the brand for each items being offered.
- TOTAL Approved Budget for the Contract (ABC) Php 305,200.00**

**MA. EMMA P. MARCERA**  
BAC - Chairperson

ITEM	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Battery AAA+	1	box		
2	Battery AA+	1	box		
3	Laminating Film	2	Roll		
4	Black Pentel EnerGel Pen	20	Box		
5	Alcohol (with Moisturizer) 1 gal	20	Gallon		
6	Black Pilot Marker (Not white board marker)	30	Piece		
7	Black Pilot Marker (Not white board marker)	10	Piece		
8	Safeguard Soap (White) 85 gram	12	Piece		
9	Pilot Pen (Black)	30	Piece		
10	Pilot Pen (Blue)	30	Piece		
11	Pilot Pen (Red)	30	Piece		
12	Clear Folder P/X file	20	Piece		
13	Clear Folder/Book (Thick, High Quality, Legal size)	10	Piece		
14	Erasers (Very High Quality)	30	Item		
15	Scotch Tape (Transparent) (1 inch)	30	Piece		
16	Scotch Tape (Transparent) (2 inches)	15	Piece		
17	Double Sided (Inch)	15	Piece		
18	Employee Salary Card- Post Card	500	Piece		
19	Rubber Bands Stationary #18, Natural color (High Quality)	10	Box		
20	Scotch Tape Dispenser (Heavy Duty)	5	Unit.		
21	Puncher (Very Heavy Duty)	5	Unit.		
22	Glue	12	Jar		
23	Green Folder (High Quality)	200	Pcs.		
24	Scissors (Non Stick)	10	Unit.		
25	Highlighter Pens (High Quality)	20	Piece		
26	Fasteners (Plastic)	50	Box		
27	Fasteners (Metal)	30	Box		
28	Correctional Liquid	30	Pcs.		
29	Correctional Tape (24 pcs per box) J-863	10	Pcs.		
30	Yellow Pencil #2 (Medium)	5	Box		
31	Seagull Horizontal File Arch File (legal Size)	50	Box		
32	USB Hub (High Quality)	30	Pcs.		
33	Expandable Folders (High Quality)	300	Pcs.		
34	Vinyl Paper Clips, 48mm	10	Box		



35	Vinyl Paper Clips, 32mm	10	Box		
36	Dater (4810) '41 mm, Width 12mm Height	5	Pcs		
37	Bondpaper (A4 Size)	150	Reams		
38	Bondpaper (Legal Size)	60	Reams		
39	Nylon Sticky Notes 3" x 3" (Transparent)	20	Pack		
40	Nylon Sticky Notes 1.5" x 2" (Transparent)	30	Pack		
41	Nylon Sticky Notes 2" x 3" (Transparent)	30	Pack		
42	Nylon Sticky Notes 3.75" x 2.75" (Transparent)	10	Pack		
43	Nylon Sticky Notes 3" x 5" (Transparent)	10	Pack		
44	Nylon Sticky Notes 3" x 2" (Transparent)	10	Pack		
45	Nylon Sticky Notes 3" x 1" (Transparent)	10	Pack		
46	Nylon Sticky Notes 0.6" x 2" (Transparent)	50	Pack		
47	14- Digits Calculator 14 Digits, Plastic Keys, Mark-UP% Calculator (MH-14)	15	Unit.		
48	Stapler with Staple remover (High Quality)	10	Piece		
49	Sticky Notes 3" x 4" (HIGH QUALITY)	15	Pack		
50	Sticky Notes 1.5" x 2" (HIGH QUALITY)	5	Pack		
51	Sticky Notes 2" x 3" (HIGH QUALITY)	5	Pack		
52	Sticky Notes 3.75" x 2.75" (HIGH QUALITY)	5	Pack		
53	Sticky Notes 3" x 5" (HIGH QUALITY)	5	Pack		
54	Sticky Notes 3" x 2" (HIGH QUALITY)	5	Pack		
55	Sticky Notes 3" x 1" (HIGH QUALITY)	5	Pack		
56	Transparent Sticky Note "Sign Here"	50	Pack		
57	Ring Binder 1 inch	10	Pcs.		
58	Ring Binder 1/2 inch	10	Pcs.		
59	Ring Binder 2 inches	10	Pcs.		
60	USB OTG 64G (High Quality)	12	Pcs.		
<b>x-x-x-x-x-x NOTHING FOLLOWS x-x-x-x-x-x</b>					

Brand and Model: \_\_\_\_\_

Delivery Period : \_\_\_\_\_

Warranty : \_\_\_\_\_

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 w/the Terms & Conditions specified by DPWH.

Tel No. 984-2451 Telefax: 984-2452

c/o Teresita F. Marquez

email: marquez.teresita@dpwh.gov.ph

Printed Name/Signature/Date \_\_\_\_\_

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