



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
ZAMBOANGA CITY
1ST DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE IX
Zamboanga City

Name of Procuring Entity: DPWH-1ST DEO Zamboanga City Request for Quotation: PR No .2025-02-008
Revised on: _____ Date: _____

Standard Form/Title: **REQUEST FOR QUOTATION** Office/End User: _____
For use in the DE and ADE's Office,DPWH-ZC 1st DEO,Divisoria,
Zamboanga City

COMPANY NAME : _____
ADDRESS : _____

TEL NO./FAX NO. : _____ TIN No: _____
Mode: Small Value Procurement

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:

- 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 403,198.00**


GLIEZA E. CACERES
BAC - Chairperson

ITEM	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Epson Ink 003 Black (For Printer)	40	pcs		
2	Epson Ink 003 Cyan (For Printer)	20	pcs		
3	Epson Ink 003 Magenta (For Printer)	20	pcs		
4	Epson Ink 003 Yellow (For Printer)	20	pcs		
5	Archfile, Data Folder 2 rings w/DPWH Seal	80	pcs		
6	Ballpen, ordinary, black	6	box		
7	Sign pen, .05, best quality	6	box		
8	Paper, bond, subs 20, A4	100	ream		
9	Paper, bond, subs 20, Folio	100	ream		
10	Paper, bond, subs 20, A3	50	ream		
11	Storage Box with cover	10	pcs		
12	Puncher	6	pcs		
13	Record Books (200 leaves)	12	pcs		
14	Record Book Wide (500 pages)	12	pcs		
15	Calculator (Scientific)	3	pcs		
16	Pencils (Box)	12	box		
17	Paper Clips (box)	12	box		
18	Binder clip, 1"	12	box		
19	Binder clip, 2"	12	box		
20	Folder , plastic, Thick	40	pcs		
21	Folder , pressboard, legal, royal blue	2	box		
22	ENVELOP Documentary for legal size document	2	box		
23	ENVELOP WHITE	2	box		
24	Envelope, Expandable, legal, brown 100s/box	2	box		
25	Plastic Envelope Folio	6	pcs		
26	Ring Binder ring, Plastic, Black 6mm (1/4")	10	pcs		
27	Ring Binder ring, Plastic, Black 12mm (1/2")	10	pcs		
28	Ring Binder ring, Plastic, Black 20mm (3/4")	10	pcs		
29	Ring Binder ring, Plastic, Black 25mm (1")	20	pcs		
30	Ring Binder ring, Plastic, Black 38mm (1-1/2")	20	pcs		
31	Ring Binder ring, Plastic, Black 55mm (2")	20	pcs		
32	Scissors, Symmetrical big	6	pcs		
33	Tape Dispenser, Table Top big	6	piece		
34	Clear Tape 1"Big	20	roll		
35	Dater, Trodat brand	6	pcs		
36	Metal Tray Desk Organizer(Heavy Duty)	8	pcs		
37	Extension Wire, Multi-Function Socket (4m)	4	pcs		

Brand and 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 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 Josiflor R. Vicente
email: vicente.josiflor@dpwh.gov.ph

Printed Name/Signature/Date

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

[illegible]

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

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Printed Name/Signature/Date

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