



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ZAMBOANGA CITY 1st DISTRICT ENGINEERING OFFICE
Zamboanga City, REGIONAL OFFICE IX



Name of Procuring Entity: DPWH-ZC 1st DEO		Request for Quotation/PR No.: 2025-05-036
Revised on:		Date: May 28, 2025
Standard Form/Title: REQUEST FOR QUOTATION		
Office/End User:		
COMPANY NAME :	For the operation of Finance Section of this office,	
ADDRESS :	DPWH - ZC 1st DEO	

TEL NO./FAX NO. :	TIN No:	Mode: SVP
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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:

- 1.All entries must be encoded or legibly written.
- 2.Delivery period with 30 calendar days upon receipt of the approved funded Purchase Order (P.O). Administrative Penalties pursuant to Section 69 of the Revised IRR of RA 9184 shall be imposed for non-delivery without valid reason.
- 3.Warranty shall be for a minimum of three (3) months for supplies and materials; one (1) year for Equipment ; three (3) years I.T 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/Tax Clearance and Omnibus Sworn Statement 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 item being offered, if applicable.
- 8.Bids must be submitted personally. Bids submitted electronically or through courier service will not be accepted.
- 9.The accomplished RFQ and all required documents must be securely bound together in a single document, with no loose pages.
- 10.The approved budget ceiling for this procurement is **Php.272,279.55**

GLIEZA E. CACERES
BAC - Chairperson

ITEM	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Alcohol, Ethyl, 500ml	10	bottle		
2	Arch File/ Data Folder with DPWH Logo	20	pc		
3	Battery, dry cell, size AA	20	pack		
4	Battery, dry cell, size AAA	20	pack		
5	Blue file holders	10	pc		
6	Bondpaper A3, subs 20	10	ream		
7	Bondpapers A4, subs 20	50	ream		
8	Bondpapers Legal, subs 20	50	ream		
9	Carbon paper-blue	3	pad		
10	Clip, Backfold, 1"	10	box		
11	Clip, Backfold, 1 5/8"	10	box		
12	Clip, Backfold, 2"	10	box		
13	Correction Tape	20	pc		
14	Dater Stamp	2	pc		
15	Employee Index of Payments Cards	200	pc		
16	Envelope, Expanding, Kraft	30	pc		
17	Fastener (Plastic)	10	box		
18	Epson, Ink Cartridge (100), Black	20	cart		
19	Epson, Ink Cartridge (100), Yellow	10	cart		
20	Epson, Ink Cartridge (100), Magenta	10	cart		
21	Epson, Ink Cartridge (100), Cyan	10	cart		
22	Epson, Ink Cartridge (003), Black	30	cart		
23	Epson, Ink Cartridge (003), Yellow	15	cart		
24	Epson, Ink Cartridge (003), Magenta	15	cart		
25	Epson, Ink Cartridge (003), Cyan	15	cart		
26	Flash Drive (32GB)	5	pc		
27	Folder with tab, Legal	50	pc		
28	Glade Air freshener Scented Gel 70g	10	pc		
29	Glue, 130g	10	bottle		
30	Highlighter, 7 color set	5	set		
31	Kyocera TK8113 K	4	pc		

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33	Kyocera TK8113 M		2	pc	
34	Kyocera TK8113 Y		2	pc	
35	Marker, Permanent, Black		10	pc	
36	Marker, Permanent, Blue		10	pc	
37	Marker, Permanent, Red		10	pc	
38	Note pad, Stick on, 3" X 3"		10	pad	
39	Note pad, Stick on, 76mm x 100mm (3"x4")		10	pad	
40	Pencil, Sharpener, big		2	pc	
41	Pencil, Lead/Graphite, with eraser		3	box	
42	Photo Paper		5	pack	
43	Puncher, Paper, Heavy Duty		5	pc	
44	Record Books		10	pc	
45	Rubber band use for Documents		10	box	
46	Scissors, symmetrical/asymmetrical		3	pair	
47	Sign Here Sticky Note Pad		5	pad	
48	Sign Pen, .05, Best Quality, Green		2	box	
49	Sign Pen, .05, Best Quality, Violet		2	box	
50	Sign Pen, Medium Tip, Black		30	pc	
51	Sign Pen, Medium Tip, Blue		30	pc	
52	Stainless Steel Ruler, 24 inch		5	pc	
53	Stamp Pad, felt		5	pc	
54	Stamp Ink (Blue)		10	bottle	
55	Staple Remover, piler type		5	pc	
56	Staple Wire, Standard		20	box	
57	Stapler, Heavy Duty		5	pc	
58	A4 Sticker Paper, 50 sheets		2	pack	
59	Tape, Transparent, 1", big		5	roll	
60	Tape, Double Sided, 1"		5	roll	
61	Tape Dispenser		3	unit	
62	Trash Can, medium		3	unit	
63	Toilet Tissue Paper, 2 ply		20	pack	
	x-x-x-Nothing Follows-x-x-x				

Brand and Model: _____

Delivery Period : _____

Warranty : _____

Price Validity : _____

After having carefully read and accepted your General Conditions, I s

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