



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ZAMBOANGA DEL NORTE
2ND DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE IX
Sta. Isabel, Dipolog City

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. 24-04-070**

Date: **04/15/2024**

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 ten (10) 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 **Php61,090.26**

CHARITY D. RELLOSA

BAC Chairperson

REQUEST FOR QUOTATION

Item No.	ITEMS & DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Alcohol	2	gallon		
	Ballpen, Black (12 pcs/box)	4	box		
	Ballpen, Blue (12 pcs/box)	3	box		
	Battery, AA, Alkaline, 2 pcs/packet	6	packet		
	Battery, AAA, Alkaline, 1.5 volts 2 pcs/packet	10	packet		
	Correction Pen, with metal ballpoint	1	box		
	Correction Tape, disposable, usable length of 6 meters (min.) 5mm width	80	pc		
	Data Folder, standard (Customize Binders A4 size w/ hard cover and cover w/ thickness of 2.5mm or more, PVC Royal Blue cover white ply-leaf inside w/ 7" x 3" ring pocket)	75	pc		
	File Tab Divider, A4 size	20	pack		
	Folder, Expanded, Plain, Long, 100 pcs/box	2	box		
	Folder, Tagboard, A4, 100 pcs/pack	4	pack		
	Folder, Tagboard, legal, 100 pcs/pack	3	pack		
	Glue, all purpose, 300 grams, min.	10	jar/bottle		
	Paper Fastener (Plastic, non-sharp)	5	box		
	Pencil lead with eraser, 1 dozen/box	1	box		
	Sign Pen, Blue	25	pc		
	Sign Pen, Green	1	box		

Brand Model: _____

Delivery Period: _____

Sub 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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Item No.	ITEMS & DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Sign Pen, Red	1	box		
	Tape, Transparent, 1" (24mm), 50 meters	25	roll		
	Twine, Plastic, one kilo per roll	2	roll		
	File Storage Box, Blue	25	pc		
	Scissors, 6" Heavy-duty	1	pc		
	Staple Remover, Flier type (metal)	2	pc		
	Stapler with remover	3	unit		
	Sticky Note Pad, 3x3	20	pc		
	Clip Backfold, 19mm, 12s/box	1	box		
	Clip Backfold, 25mm, 12s/box	1	box		
	Clip Backfold, 32mm, 12s/box	3	box		
	Clip Backfold, 50mm, 12s/box	5	box		
	Correction Tape, Ruler-type, 8m	12	pc		
	Photo Paper, Legal (20 sheets/pack)	5	pack		
	Sign Pen, Black (0.7)	2	box		
	Staple Wire #35	5	box		
	White Board Marker, Black	10	pc		
	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 routinary work in this office, for the 1st quarter Cy-2024, this district.				

Total Amount P

Brand Model: _____

Delivery Period: _____

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