



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:

Request for Quotation: **P.R. No. 24-06-125**  
Date: **06/10/2024**  
Office/End-User: **Maintenance Section**  
TIN:

COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TEL. NO./FAX NO.: \_\_\_\_\_

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:**

- All entries must be typewritten or legibly written.
- 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.
- 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.
- Price validity shall be for a period of sixty (60) calendar Days.
- PhilGEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product, (If applicable)
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **Php7,567.92**

  
**CHARITY D. RELLOSA**  
BAC Chairperson

**REQUEST FOR QUOTATION**

Item No.	ITEMS & DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Keyboard (USB Type, Branded)	6	pc		
	Computer Mouse with scroll wheel, USB type	6	pc		
	Flash Drive (32G)	6	pc		
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				
Purpose:	Purchase of Information Technology Parts & Accessories				
	for use in the routinary office work at Maintenance Section				
	for the 3rd quarter CY-2024, this district.				

Brand Model: \_\_\_\_\_  
Delivery Period: \_\_\_\_\_  
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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**APPROVED BUDGET FOR THE CONTRACT (ABC)**

Summary of Costs

Fill out all the spaces provided. Write (N/A) if not applicable.

No.	Item	Cost
1	Actual Market Price of Product	PHP 7,567.92
2	Incidental Expenses	
	• Taxes/Customs/Duties	N/A
	• Licenses/Registration	N/A
	• Insurance	N/A
	• Storage/Freight/Hauling	N/A
	• Installation/Removal	N/A
	• Trainig Costs	N/A
	• Cost of Inspection	N/A
	• Others: ( Specify)	
3	Cost of Money/Adjustment for Inflation	N/A
4	Discounts (for Bulk Buing)	N/A
5	Spare Parts/Maintenance Costs/Warranty	N/A
6	Adjustment for currency valuation	N/A
	(if procured from a foreign country/abroad)	
7	Life cycle cost	N/A
	<b>Grand Total</b>	PHP 7,567.92

Prepared by:

**ILDE DEXIE T. ALFARO**  
 Engineer III/Maintenance Section

Approved by:

**AMINODIN P. MANIRI**  
 District Engineer