



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. 24-07-171**

Date: **07/15/2024**

Office/End-Use:

**Admin. 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:**

- All entries must be typewritten or legibly written.
- Delivery period within fifteen (15) 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 **Php119,407.31**

  
**CHARITY D. RELLOSA**  
BAC Chairperson

**REQUEST FOR QUOTATION**

Item No.	ITEMS & DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen, Black, 0.5 (12 pcs/box)	17	box		
2	Ballpen, Blue, 0.5 (12 pcs/box)	13	box		
3	Battery AA, Alkaline, 2 pcs/packet	5	packet		
4	Battery AA, Alkaline, 4 pcs/packet	6	packet		
5	Battery AAA, Alkaline, 1.5 volts, 2 pcs/packet	11	packet		
6	Battery AAA, Alkaline, 4 pcs/packet	6	packet		
7	Brown Envelope, A4 size, 100 pcs/pack	1	pack		
8	Brown Envelope, Legal size, 100 pcs/pack	1	pack		
9	Clip, Backfold, 19mm, 12s/box	10	box		
10	Clip, Backfold, 25mm, 12s/box	5	box		
11	Clip, Backfold, 32mm, 12s/box	20	box		
12	Clip, Backfold, 50mm, 12s/box	5	box		
13	Comb Binder Plastic, size: 1-1/2 inch	10	piece		
14	Comb Binder Plastic, size: 2 inches	5	piece		
15	Comb Binder Plastic, size 3/8 inch	10	piece		
16	Correction Tape, usable length of 6 meters	61	piece		
17	Data Folder, ISO	75	piece		
18	Documentary Brown Envelope, A4, 500 pcs/box	1	box		
19	Documentary Brown Envelope, Long, 500 pcs/box	1	box		
20	Double-Sided tape with Foam, 1 Inch, 6 meters	10	roll		
21	Double Sided Tape, 1"	5	roll		
22	Double Sided Tape, 10mm, 6 meters	6	roll		
23	Double Sided Tape, 2"	3	roll		
24	Folder Tagboard, A4 size, 100 pcs/box	1	box		

Sub Total Amount P -----

Brand 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 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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25	Folder, Long, Ordinary 100s/box	10	box		
26	Glue Stick, Big	10	pc		
27	Gun Tacker Wire, size: 1/4, 6mm	10	box		
28	Marking Pen, Highlighter, Assorted color	6	set		
29	Masking Tape, 2 inches, 48mm	6	roll		
30	Mechanical Pencil, 0.7mm	6	pc		
31	Note Pad, Post-It, 3 x 3	20	pad		
32	Paper Clip, Gem-Type, 48mm, 100s/b0x	2	box		
33	Paper Fastener (Plastic, Non-Sharp Edges) colored	21	box		
34	Paper, A3, Muticopy, 80gsm	78	ream		
35	Paper, Legal, Muticopy, 80gsm	10	ream		
36	Permanent Marker Ink, Black	2	bottle		
37	Permanent Marker, Black (refer with end-user's specific requirement	8	pc		
38	Photo Paper, A4 (20 sheets/pack), Glossy	11	pack		
39	Record Book, 150 pages	6	piece		
40	Refill Ink for Self-Inking Stamp	5	bottle		
41	Refillable Permanent Marker, Broad, Black	6	piece		
42	Refillable Whiteboard Marker, Broad, Black	8	piece		
43	Ruler, 24 Inches, Steel/Metal	6	piece		
44	Scissors, Heavy-Duty, Big	6	piece		
45	Sign Pen, 0.7mm	20	piece		

Sub Total Amount P

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46	Sign Pen, Black	15	piece		
47	Sign Pen, Black, Branded, 12pcs/box	3	box		
48	Sign Pen, Blue	7	piece		
49	Staple Wire #35, Standard	20	box		
50	Staple Wire, Copper, #35	10	box		
51	Sticker Paper, A4 (20 sheets/pack), Glossy	10	pack		
52	Sticky Note Pad "Please Sign Here"	10	packet		
53	Sticky Note, 5 Pads/packet (Sign Here)	10	roll		
54	Tape, Masking, 48mm, 2"	8	roll		
55	Tape, Packaging 48mm, 50 meters	5	roll		
56	Tape, Transparent, 24mm, 1", 50 meters	15	roll		
57	Tape, Transparent, 48mm, 2"	31	roll		
58	White Board Eraser	4	piece		
59	White Board Marker Ink, Black	4	bottle		
60	White Board Marker Broad Tip, Black Branded	4	piece		
61	White Board, Size: 18 x 24 inches	4	piece		
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				
Purpose:	Consolidation of office Supplies for use in various office for the				
	3rd quarter CY-2024, this district.				

Grand Total Amount P -----

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

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

Price Validity: \_\_\_\_\_

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