



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**ZAMBOANGA SIBUGAY**  
**1st DISTRICT ENGINEERING OFFICE**  
Regional Office IX  
Diplahan, Zamboanga Sibugay

Name of Procurement Entity :

Request for Quotation (P.R. No.) : 24-05-164

Revised on :

Date: 05-30-2024

Standard Form/Title : REQUEST FOR QUOTATION

Office/End-User :

COMPANY NAME :

ADDRESS :

TEL. NO./FAX No. :

TIN 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 **June 3, 2024** in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH, 1st DEO, Diplahan, Zamboanga Sibugay.

**TERMS and CONDITIONS:**

1. Bidding documents must be included in the submitted quotation:
  - a. Philicity Bid Form
  - b. Mayor's Permit
  - c. DTI Business Registration/SEC/CDA
  - d. Tax Clearance from the BIR
  - e. Latest Income Business tax return duly and received by the BIR and duly validated with the Tax Payments (FOR AEC 1500,000 and above)
  - f. Omnibus Sworn Statement (FOR AEC 1500,000 and above)
2. All entities must be experienced or legally written.
3. The quotation must be valid for three (3) months for supplies and materials, one year for equipment from date of acceptance by the end-user.
4. Bidders shall submit original hard copies of the quotation and photocopies of the product, if applicable.
5. The approved budget ceiling for this procurement is **P 84,350.00**.
7. Any charges that may be imposed by the bank, shall be borne and/or shouldered by the purchaser/supplier.

*[Signature]*  
**MELOD B. BAROY**  
Chief, Procurement Section  
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen Black	5.00	box		
2	Sign pen (blue) 12pc/box	5.00	box		
3	Sign pen (black) 12pc/box	5.00	box		
4	Sign pen violet 0.5mm 12pc/box	5.00	box		
5	Bond Paper (A4)	50.00	ream		
6	Bond Paper (Legal)	50.00	ream		
7	Calculator	5.00	unit		
8	Clip backfold, 50mm	5.00	box		
9	Clip backfold, 40mm	5.00	box		
10	Clip backfold, 20mm	5.00	box		
11	Correction tape (5-8 meters)	20.00	pcs		
12	Detergen powder, all purpose, 1kg/pack	5.00	pack		
13	Dishwashing liquid 500ml	10.00	bottle		
14	Double sided (1/2")	10.00	roll		
15	Double sided (24mm)	10.00	roll		
16	Double sided (48mm)	10.00	roll		
17	HP Ink GT52 (Black)	10.00	bottle		
18	HP Ink GT52 (cyan)	5.00	bottle		
19	HP Ink GT52 (magenta)	5.00	bottle		
20	HP Ink GT52 (yellow)	5.00	bottle		
21	Epson Ink 003 (black)	12.00	bottle		
22	Epson Ink 003 (cyan)	6.00	bottle		
23	Epson Ink 003 (magenta)	6.00	bottle		
24	Epson Ink 003 (yellow)	6.00	bottle		
25	Extension wire 8-meter mln	5.00	pcs		
26	Note pad, 2x3	20.00	pad		
27	Note pad, 3x3	20.00	pad		
28	Note pad, 3x4	20.00	pad		
29	Paper clip, big	10.00	box		
30	Paper clip, small	10.00	box		
31	Photo paper	10.00	pack		
32	Ruler 12 inch	5.00	pcs		
33	Scissor (big)	10.00	pcs		
34	Stapler remover (hand-held)	10.00	pcs		
35	Staple wire (no. 35)	20.00	box		
36	Stapler	5.00	pcs		
37	Stamp pad	5.00	pcs		
38	Stamp pad Ink (1ltr)	2.00	bottle		
39	CD (Re-writable)	50.00	pcs		
40	Permanent marker (blue)	5.00	box		

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41	Pencil 12pc/box	2.00	box		
42	Toilet bowl & urinal cleaner, 500ml	10.00	gallon		
43	Toilet deodorizer	10.00	pcs		
44	Toilet tissue paper	80.00	roll		
45	Alcohol (500ml)	50.00	bottle		
46	Disinfectant spray	10.00	can		
47	Air freshener	10.00	can		
48	Furniture polish	10.00	can		
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**Purpose** For use in the Cashiering Unit & supply Unit, DPWH, Zamboanga Sibugay, 1st DEO, Dipahian, ZSP.

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
 Delivery period : \_\_\_\_\_ Price Validity : \_\_\_\_\_

*After having carefully read and accepted your General condition, 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 with the Terms and Conditions specified by DPWH.*

\_\_\_\_\_  
 Printed Name / Signature / Date

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