



Name of Procuring Entity : DPWH-ZN 4th District Engineering Office

Request for Quotation No. RFQ-2024-0046

Revised on :

Purchase Request No. 2024-09-11

Standard Form/Title : REQUEST FOR QUOTATION

Office/End-User : Procurement Unit

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 2:00 P.M. or in the return envelope attached herewith, to the BAC Secretariat for Goods, 4th District Engineering Office, M. Francisco, Siocon, Zamboanga del Norte

TERMS and CONDITIONS :

- All entries must be typewritten or legibly written.
- Delivery period within 15 Calendar Days, upon receipt of the approved funded Purchased 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 Omnibus Sworn Statement / Tax Clearance Certificate shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certification of the product, if applicable.
- Please indicate the brand for each item being offered.
- The approved budget ceiling for this procurement is 112,315.87

JONAS D. MANANSANG
BAC Chairperson

ITEMS & DESCRIPTION

Item No. QTY. Unit UNIT PRICE TOTAL AMOUNT

1	Stand Fan 24"/60mm	3	pcs	
2	Assembled filing cabinet (4x2x2) (Steel)	4	pcs	
3	Sign Pen, Extra fine tip, Black	4	box	
4	Staple Remover plier type	2	pcs	
5	Stamp Pad No. 3	10	pcs	
6	Flash Drive 32GB	4	pcs	
7	External Drive SSD 2TB	2	pcs	
8	Filing Box (30L) Storage Box w/ Wheels plastic	4	pcs	
9	Binder Clip (50mm) Steel	4	box	
10	Binder Clip (32mm) Steel	4	box	
11	Binder Clip (25mm) Steel	4	box	
12	Large Paper Punch Heavy Duty Puncher Can 2 Hole	1	pc.	
13	Fastener, Plastic, 50sets/box (70mm)	3	box	
14	Pencil No.2 Lead w/ eraser, 12pcs/box	1	box	
15	Aluminum Alloy Laptop Stand w/ Fan Laptop Holder for 10-17 inches Preferably: Folding size: 249x220x27mm Lifting height: 0-27cm	4	pcs	
16	Arch Folder A4 (Blue)	50	pcs	
17	5 tier Paper Tray w/ Drawer and 2 pen holder mesh Desktop and Office storage	4	pcs	
18*	Trash Bin (25L)	2	pcs	
19	Paper Trimmer/Cutting Machine, Table top	1	pc	
20	Dater Stamp	5	pcs	
21	Glue All Purpose Jar	2	pcs	
22	Binding and Punching Machine, 50mm binding capacity	1	unit	
23	Binding Ring/Comb plastic 32mm	2	bundle	
24	Notebook, stick on, 76mmx100mm (3"x4")	5	pad	
25	Notebook, stick on, 3"x3"	5	pad	
26	Paper Clip, Vinyl/Plastic coated, 33mm	2	box	
	"Nothing Follows"			

PURPOSE: To be used for Procurement Unit Activities (Pre-Bid, Opening of Bids, etc.) of DPWH 4th District Engineering Office.

Brand and 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 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. / Email Address