

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
 Zambales 1st District Engineering Office
 OFFICE OF THE DISTRICT ENGINEER
 Iba, Zambales

Name of Procuring Entity: **DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS** Request for Quotation (RFQ No.) : **24GRFQCL0122**
Zambales 1st District Engineering Office Purchase Request (P.R. No.) : **2024-12-397** ✓

Revised On: _____ Date : _____

Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : **COA**

COMPANY NAME :

ADDRESS :

TEL. NO./FAX NO. :

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 December 27, 2024 in the return envelope attached herewith, to the BAC Secretariat for Goods, Iba, Zambales. Bid opening shall be right after the submission of Request for Quotation (RFQ) at Bidding Room 2nd Floor, DPWH Extension Building, Iba, Zambales.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within 90-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. G-EPS Registration Certificate /Mayor's Permit/DTI/Tax Clearance/BIR Certificate of Registration/Omnibus Sworn Statement shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement **P 250,575.00** ✓


NICY EDEN DC. FAJOTA
 OIC-Chief, Maintenance Section
 BAC Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Air Freshener, 227g	10	cans ✓		
2	Acetate, Short	1	packs ✓		
3	Air Freshener (Scented Gel), Lavander	257	pcs ✓		
4	Battery Energizer, AA	36	packs ✓		
5	Battery Energizer, AAA	36	packs ✓		
6	Binder Clip 1" (12 pcs)	10	boxes ✓		
7	Binder Clip 1-1/4" (12 pcs)	10	boxes ✓		
8	Binder Clip 2" (12pcs)	10	boxes ✓		
9	Bond Paper A4 size (80gsm)	25	reams ✓		
10	Bond Paper Long size (80gsm)	25	reams ✓		
11	Bond Paper Short size (80gsm)	50	reams ✓		
12	Calculator, 12 digit, Big	3	pcs ✓		
13	Correction Tape	8	pcs ✓		
14	Dishwashing Liquid (big) 780ml.	10	bottles ✓		
15	Disinfectant Spray, 538g	5	cans ✓		
16	Doormats	30	pcs ✓		
17	Expanding Envelope long w/ tali	100	pcs ✓		
18	Expanding Folder, Long	100	pcs ✓		
19	Extension Wire 10m, 3gang	2	pcs ✓		
20	External Hard Drive, 1T	7	pcs ✓		
21	Flash Drive 64GB	8	pcs ✓		
22	Folder Long	1	packs ✓		
23	Garbage Bag, M	10	rolls ✓		
24	Garbage Bag, S	10	rolls ✓		
SUB-TOTAL					

Brand and Model : _____

Warranty : _____

Delivery Period : _____

Price Validity : _____

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted 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.

Tel. No. 047-602-1770

Telefax: 047-602-1768

 Printed Name / Signature / Date

email: dpwhzam1@yahoo.com

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

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
 Zambales 1st District Engineering Office
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 OIC-Chief, Maintenance Section
 BAC Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	SUB-TOTAL CARRIED FORWARD				
25	Garbage Bag, XL	10	rolls		
26	Highlighter (Different Colors)	2	boxes		
27	Liquid Hand Soap	10	bottles		
28	Paper Fastener (Plastic)	2	boxes		
29	Printer Ink 003 (Black)	25	bottle		
30	Printer Ink 003 (Cyan)	10	bottle		
31	Printer Ink 003 (Magenta)	10	bottle		
32	Printer Ink 003 (Yellow)	10	bottle		
33	Puncher Heavy Duty (Double Hole)	2	pcs		
34	Scissors, Big	4	pairs		
35	Scotch Brite Sponge	10	pcs		
36	Speedo Plastic Index Tab (Colored)	180	pcs		
37	Speedo Plastic Index Tab (Transparent)	180	pcs		
38	Staple Wire #35	5	boxes		
39	Stapler #35 Big, with Remover	7	pcs		
40	Stick on Note (tabbing)	10	packs		
41	Sticky Note 3 x 3	10	packs		
42	Tape (Double Sided), 1"	10	pcs		
43	Tape (Double Sided, Foam type), 1"	10	pcs		
44	Tape (Masking), 1"	10	pcs		
45	Tape (Transparent), 1"	10	pcs		
46	Tape Dispenser	2	pcs		
47	Tissue Rolls 12-pcs./pack	15	packs		
48	Wireless Mouse	7	pcs		
	Purchase of Office Supplies for use in COA Office of this district.				
	TOTAL				

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 noted 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.

Tel. No. 047-602-1770

Telefax: 047-602-1768

 Printed Name / Signature / Date

email: dpwhzam1@yahoo.com

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

PURCHASE REQUEST

Entity Name: Department of Public Works and Highways
Zambales 1st. District Engineering Office

Fund Cluster: _____

Office/Section : COA		PR No.: 2024-12-397 Responsibility Center Code : _____		Date: 12/09/2024	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
2024-397	cans	Air Freshener, 227g	10	600.00	6,000.00
	packs	Acetate, Short	1	725.00	725.00
	pcs	Air Freshener (Scented Gel), Lavander	257	120.00	30,840.00
	packs	Battery Energizer, AA	36	205.00	7,380.00
	packs	Battery Energizer, AAA	36	260.00	9,360.00
	boxes	Binder Clip 1" (12 pcs)	10	75.00	750.00
	boxes	Binder Clip 1-1/4" (12 pcs)	10	66.00	660.00
	boxes	Binder Clip 2" (12pcs)	10	129.00	1,290.00
	reams	Bond Paper A4 size (80gsm)	25	380.00	9,500.00
	reams	Bond Paper Long size (80gsm)	25	398.00	9,950.00
	reams	Bond Paper Short size (80gsm)	50	376.00	18,800.00
	pcs	Calculator, 12 digit, Big	3	1,450.00	4,350.00
	pcs	Correction Tape	8	70.00	560.00
	bottles	Dishwashing Liquid (big) 780ml.	10	345.00	3,450.00
	cans	Disinfectant Spray, 538g	5	725.00	3,625.00
	pcs	Doormats	30	50.00	1,500.00
	pcs	Expanding Envelope long w/ tali	100	30.00	3,000.00
	pcs	Expanding Folder, Long	100	35.00	3,500.00
	pcs	Extension Wire 10m, 3gang	2	610.00	1,220.00
	pcs	External Hard Drive, 1T	7	3,950.00	27,650.00
	pcs	Flash Drive 64GB	8	880.00	7,040.00
	packs	Folder Long	1	845.00	845.00
	rolls	Garbage Bag, M	10	66.00	660.00
	rolls	Garbage Bag, S	10	40.00	400.00
	rolls	Garbage Bag, XL	10	98.00	980.00
	boxes	Highlighter (Different Colors)	2	660.00	1,320.00
	bottles	Liquid Hand Soap	10	300.00	3,000.00
	boxes	Paper Fastener (Plastic)	2	60.00	120.00
	bottle	Printer Ink 003 (Black)	25	435.00	10,875.00
	bottle	Printer Ink 003 (Cyan)	10	435.00	4,350.00
	bottle	Printer Ink 003 (Magenta)	10	435.00	4,350.00
	bottle	Printer Ink 003 (Yellow)	10	435.00	4,350.00
	pcs	Puncher Heavy Duty (Double Hole)	2	400.00	800.00
	pairs	Scissors, Big	4	110.00	440.00
	pcs	Scotch Brite Sponge	10	70.00	700.00
	pcs	Speedo Plastic Index Tab (Colored)	180	125.00	22,500.00
	pcs	Speedo Plastic Index Tab (Transparent)	180	125.00	22,500.00
	boxes	Staple Wire #35	5	75.00	375.00
	pcs	Stapler #35 Big, with Remover	7	475.00	3,325.00
	packs	Stick on Note (tabbing)	10	180.00	1,800.00
	packs	Sticky Note 3 x 3	10	105.00	1,050.00
	pcs	Tape (Double Sided), 1"	10	47.00	470.00
	Sub-Total Estimated Cost			P	236,360.00

Purpose:

Purchase of Office Supplies for use in COA Office of this district.

Requested by:		Approved by:
Signature :	LOURDES M. VILLAMIN	ALLAN N. LADINES
Printed Name :	Chief, HRAS	OIC-District Engineer
Designation :		

PURCHASE REQUEST

Entity Name: Department of Public Works and Highways
Zambales 1st. District Engineering Office

Fund Cluster: _____

Office/Section : COA		PR No.: 2024-12-397 Responsibility Center Code : _____		Date: 12/09/2024	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
2024-397		SUB-TOTAL CARRIED FORWARD			236,360.00
	pcs	Tape (Double Sided, Foam type), 1"	10	120.00	1,200.00
	pcs	Tape (Masking), 1"	10	85.00	850.00
	pcs	Tape (Transparent), 1"	10	42.00	420.00
	pcs	Tape Dispenser	2	260.00	520.00
	packs	Tissue Rolls 12-pcs./pack	15	375.00	5,625.00
	pcs	Wireless Mouse	7	800.00	5,600.00
		Total Estimated Cost		P 250,575.00	
Purpose: Purchase of Office Supplies for use in COA Office of this district.					
Signature : Printed Name : Designation :		Requested by: <div style="text-align: center;">LOURDES M. VILLAMIN Chief, HRAS</div>		Approved by: <div style="text-align: center;">ALLAN N. LADINES OIC-District Engineer</div>	