




Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ZAMBOANGA DEL NORTE
4th DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE IX
M. Francisco, Siocon, Zamboanga del Norte

Name of Procuring Entity : DPWH-ZN 4th District Engineering Office	Request for Quotation No. RFQ-2025-0027
Revised on :	Purchase Request No. 2025-06-16-0021
Standard Form/Title : REQUEST FOR QUOTATION	Office/End-User : Administrative Section

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. of **JUL 10 2025** in the return envelope attached herewith, to the BAC Secretary for Goods, 4th District Engineering Office, M. Francisco, Siocon, Zamboanga del Norte

<p>TERMS and CONDITIONS :</p> <ol style="list-style-type: none"> 1. All entries must be typewritten or legibly written. 2. 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. 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. PhilGEPS Registration Certificate / Mayor's Permit / DTI/ Omnibus Sworn Statement / Tax Clearance Certificate shall be attached upon submission of the quotation. 6. Bidders shall submit original brochures showing certification of the product, if applicable 7. Please indicate the brand for each items being offered. 8. The approved budget ceiling for this procurement is 453,700.25 	 ONAS D. MANLANGIT BAC Chairperson
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Item No.	ITEMS & DESCRIPTION	QTY.	Unit	UNIT PRICE	TOTAL AMOUNT
1	BOND PAPER (long)	25	boxes		
2	BOND PAPER (A3)	20	boxes		
3	BALLPEN (black) 0.5mm	15	boxes		
4	BALLPEN (green) 0.5mm	8	boxes		
5	BALLPEN (blue) 0.5mm	5	boxes		
6	CORRECTION TAPE	25	pcs		
7	LIQUID ERASURE	20	pcs		
8	EXPANDED FOLDER (green)	20	pcs		
9	EXPANDED FOLDER (orange)	20	pcs		
10	RUBBER BAN (big)	6	boxes		
11	PAPER CLIP (50mm)	15	boxes		
12	BINDER CLIP (19mm)	15	boxes		
13	BINDER CLIP (32mm)	15	boxes		
14	BINDER CLIP (51mm)	15	boxes		
15	PAPER FASTENER	15	boxes		
16	STAPLER WIRE #35	15	boxes		
17	STICKY NOTES (SIGN HERE)	12	pcs		
18	STICKY NOTES 3"	10	pcs		
19	PLASTIC TAPE - 1"	20	pcs		
20	PLASTIC TAPE - 2"	10	pcs		
21	DUCK TAPE (BLUE)	10	pcs		
22	STAPLER	16	pcs		
23	ALCOHOL	5	gal		
24	BATTERY - DOUBLE A	15	pack		
25	BROWN ENVELOP (A4)	10	ream		
26	BROWN ENVELOP (LONG)	15	ream		
27	DOUBLE SIDED TAPE 30M	18	pcs		
28	PUNCHER (Heavy Duty)	14	pcs		
29	008 INK BLACK	10	sets		
30	008 INK CYAN	10	sets		
31	008 INK MAGENTA	10	sets		
32	008 YELLOW	10	sets		
33	003 INK MAGENTA	30	sets		
34	003 INK YELLOW	30	sets		
35	003 INK CYAN	30	sets		
36	003 INK BLACK	30	sets		
37	INK BROTHER BTD60BK (black)	34	sets		
38	INK BROTHER BTD60BK (cyan)	24	sets		

39	INK BROTHER BTD60BK (yellow)	24	sets		
40	INK BROTHER BTD60BK (magenta)	24	sets		
41	L15160 MAINTENANCE BOX	11	sets		
42	PENCIL MONGOL 2	7	boxes		
43	HIGHLIGHTER PEN	15	pcs		
44	MARKER BLACK	5	boxes		
45	WHITE STICKER PAPER	5	pad		
46	WHITE FOLDER (A4)	50	pcs		
47	TAPE DISPENSER (SMALL)	5	pcs		
48	PAPER HOOK (FOR PLAN)	10	pcs		
49	SHARPENER	10	pcs		
50	RECORD BOOK (300 page)	84	pcs		
51	STAMP PAD INK	5	bot		
52	STAMP PAD	5	pcs		
53	AIR FRESHENER (SPRAY)	12	bot		
54	DOWNY (BIG)	12	sachet		
55	INSECTECIDE (SPRAY)	12	bot		

"Nothing Follows"

TOTAL:

PURPOSE: To be used in this district engineering office.

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 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