



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

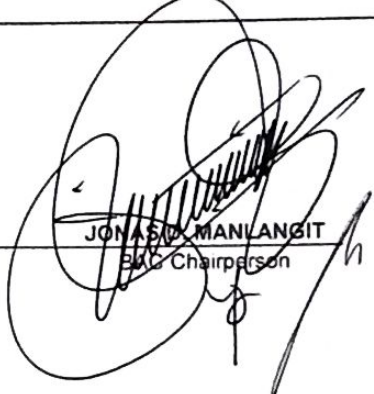
COMPANY NAME :  
ADDRESS :  
TEL NO /FAX No. :

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 JUN 27 2025 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 :**

1. All entries must be typewritten or legibly written.
2. Delivery period within 5 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 / Income/Business Tax Return/ 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 770,281.50

  
JONAS D. MANLANGIT  
BAC Chairperson

| Item No. | ITEMS & DESCRIPTION             | QTY | Unit  | UNIT PRICE | TOTAL AMOUNT |
|----------|---------------------------------|-----|-------|------------|--------------|
| 1        | BOND PAPER (A4)                 | 100 | boxes |            |              |
| 2        | BOND PAPER (long)               | 25  | boxes |            |              |
| 3        | BOND PAPER (A3)                 | 20  | boxes |            |              |
| 4        | BALLPEN (black) 0.5mm           | 15  | boxes |            |              |
| 5        | BALLPEN (green) 0.5mm           | 8   | boxes |            |              |
| 6        | BALLPEN (blue) 0.5mm            | 5   | boxes |            |              |
| 7        | SIGN PEN (0.5) GEL-TYPE (BLACK) | 15  | boxes |            |              |
| 8        | CORRECTION TAPE                 | 25  | pcs   |            |              |
| 9        | LIQUID ERASURE                  | 20  | pcs   |            |              |
| 10       | EXPANDED FOLDER (green)         | 20  | pcs   |            |              |
| 11       | EXPANDED FOLDER (orange)        | 20  | pcs   |            |              |
| 12       | RUBBER BAN (big)                | 6   | boxes |            |              |
| 13       | PAPER CLIP (50mm)               | 15  | boxes |            |              |
| 14       | BINDER CLIP (19mm)              | 15  | boxes |            |              |
| 15       | BINDER CLIP (32mm)              | 15  | boxes |            |              |
| 16       | BINDER CLIP (51mm)              | 15  | boxes |            |              |
| 17       | PAPER FASTENER                  | 15  | boxes |            |              |
| 18       | STAPLER WIRE #35                | 15  | boxes |            |              |
| 19       | STICKY NOTES (SIGN HERE)        | 12  | pcs   |            |              |
| 20       | STICKY NOTES 3"                 | 10  | pcs   |            |              |
| 21       | PLASTIC TAPE - 1"               | 20  | pcs   |            |              |
| 22       | PLASTIC TAPE - 2"               | 10  | pcs   |            |              |
| 23       | DUCK TAPE (BLUE)                | 10  | pcs   |            |              |
| 24       | STAPLER                         | 16  | pcs   |            |              |
| 25       | ALCOHOL                         | 5   | gal   |            |              |
| 26       | BATTERY - DOUBLE A              | 15  | pack  |            |              |
| 27       | BROWN ENVELOP (A4)              | 10  | ream  |            |              |
| 28       | BROWN ENVELOP (LONG)            | 15  | ream  |            |              |
| 29       | DOUBLE SIDED TAPE 30M           | 18  | pcs   |            |              |
| 30       | TISSUE                          | 30  | rolls |            |              |
| 31       | PUNCHER (Heavy Duty)            | 14  | pcs   |            |              |
| 32       | 008 INK BLACK                   | 10  | sets  |            |              |
| 33       | 008 INK CYAN                    | 10  | sets  |            |              |
| 34       | 008 INK MAGENTA                 | 10  | sets  |            |              |
| 35       | 008 YELLOW                      | 10  | sets  |            |              |
| 36       | 003 INK MAGENTA                 | 30  | sets  |            |              |
| 37       | 003 INK YELLOW                  | 30  | sets  |            |              |
| 38       | 003 INK CYAN                    | 30  | sets  |            |              |

|    |                               |    |        |  |  |
|----|-------------------------------|----|--------|--|--|
| 39 | 003 INK BLACK                 | 30 | sets   |  |  |
| 40 | INK BROTHER BTD60BK (black)   | 34 | sets   |  |  |
| 41 | INK BROTHER BTD60BK (cyan)    | 24 | sets   |  |  |
| 42 | INK BROTHER BTD60BK (yellow)  | 24 | sets   |  |  |
| 43 | INK BROTHER BTD60BK (magenta) | 24 | sets   |  |  |
| 44 | L15160 MAINTENANCE BOX        | 11 | sets   |  |  |
| 45 | PENCIL MONGOL 2               | 7  | boxes  |  |  |
| 46 | HIGHLIGHTER PEN               | 15 | pcs    |  |  |
| 47 | MARKER BLACK                  | 5  | boxes  |  |  |
| 48 | WHITE STICKER PAPER           | 5  | pad    |  |  |
| 49 | WHITE FOLDER (LONG)           | 50 | pcs    |  |  |
| 50 | WHITE FOLDER (A4)             | 50 | pcs    |  |  |
| 51 | TAPE DISPENSER (SMALL)        | 5  | pcs    |  |  |
| 52 | PAPER HOOK (FOR PLAN)         | 10 | pcs    |  |  |
| 53 | SHARPENER                     | 10 | pcs    |  |  |
| 54 | RECORD BOOK (300 page)        | 84 | pcs    |  |  |
| 55 | STAMP PAD INK                 | 5  | bot    |  |  |
| 56 | STAMP PAD                     | 5  | pcs    |  |  |
| 57 | AIR FRESHIENER (SPRAY)        | 12 | bot    |  |  |
| 58 | DOWNY (BIG)                   | 12 | sachet |  |  |
| 59 | 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