



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-2024-0001  
Revised on : Purchase Request No. 2024-01-0001  
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 **JAN 16 2024** 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 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 / 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 546,076.70

**JOEY PAUL L. ESTRELLA**

BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	Unit	UNIT PRICE	TOTAL AMOUNT
1	Battery, AA, Alkaline 2pcs/blister	30	pack		
2	ARCHFILE FOLDER, Blue, with logo, size 12 1/2 x 11x3	150	piece		
3	ARCHFILE FOLDER, Blue, with logo, size 15 x 9 1/2 x 2 1/2	150	piece		
4	CORRECTION TAPE, 5 meters (min), 1 piece in individual plastic	60	piece		
5	FASTENER, Plastic, 50 sets per box	2	box		
6	MARKER, permanent, bullet type, black	6	piece		
7	MARKER, permanent, bullet type, blue	6	piece		
8	NOTE PAD, stick-on, (2" x 2"), multi color, 400 shts/pad	10	pads		
9	NOTE PAD, stick-on, (2" x 3"), 100 sheets per pad	10	pads		
10	NOTE PAD, stick-on, (3" x 3"), 100 sheets per pad	10	pads		
11	NOTE PAD, stick-on, (3" x 4"), 100 sheets per pad	10	pads		
12	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, A4	75	boxes		
13	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm, Legal	50	boxes		
14	RECORD BOOK, 300 pages, size: 214mm x 278mm min	30	book		
15	RECORD BOOK, 500 pages, size: 214mm x 278mm min	30	book		
16	TOILET TISSUE, 12 rolls/pack	50	pack		
17	TISSUE, Interfold 175 pulls/pack	20	pack		
18	TAPE, masking, 24mm, 50 meters length, 1"	10	roll		
19	TAPE, masking, 48mm, 50 meters length, 2"	10	roll		
20	TAPE, transparent, 24mm, 50 meters, 1"	10	roll		
21	TAPE, transparent, 48mm, 50 meters, 2"	10	roll		
22	TAPE, packaging, 48mm, 50 meters length	10	roll		
23	BROOM, soft (tambo)	12	piece		
24	BROOM, soft (tingting)	12	piece		
25	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	18	bottle		
26	DETERGENT POWDER, all purpose, 1 kilo/pouch	12	pouch		
27	DETERGENT BAR, min 392 grms, 4 pcs/bar	24	bar		
28	LIQUID HAND SOAP, 500ml	10	bottle		
29	LIQUID HAND SANITIZER, 500ml	20	bottle		
30	MURIATIC ACID	10	gallon		
31	TRASHBAG, plastic, transparent, 10pcs/roll	30	roll		
32	SCOURING PAD, 5pcs/pack	10	pack		
33	Bondpaper, A3	20	boxes		
34	Binder clip, (backfold) 19mm, 12pcs/box	3	box		
35	Binder clip, (backfold) 25mm, 12pcs/box	3	box		

36	Binder clip, (backfold) 32mm, 12pcs/box	3	box		
37	Binder clip, (backfold) 50mm, 12pcs/box	3	box		
38	Correction Fluid, Ballpen type	10	pcs		
39	Envelope, white, Mailing long (w/o window) 500s/box	1	box		
40	Envelope, Brown A4	1	box		
41	Envelope, Brown Legal	1	box		
42	Envelope, Brown Expanded Long with elastic string (100pcs/box)	1	box		
43	Folder, A4 (100 pcs)	1	box		
44	Folder, Legal (100 pcs)	1	box		
45	Folder Transparent, size A4	20	pcs		
46	Folder Transparent, size Legal	20	pcs		
47	Paper Clip, Big	5	box		
48	Paper Clip, Small	5	box		
49	Pencil, no.2, lead w/ eraser, 12pcs/box	3	box		
50	Self-adhesive glossy photo paper (A4 size) 10shts/pad	5	pack		
51	Staple Wire #36	5	box		
52	Bleaching Detergent	10	bot		
53	Dishwashing Liquid, 250ml	30	bot		
54	Dishwashing Foam, Heavy Duty	30	pcs		
55	Rags, all cotton, 32 pcs per kilo per bundle	20	bndle		
56	Doormat, cloth (good quality)	6	pcs		
57	Doormat, rubberized (good quality)	6	pcs		
58	Toilet Duck Cleaner	6	pcs		
59	Chalk, white enamel, 100s/box	2	box		
	*****NOTHING FOLLOWS*****				
				<b>TOTAL:</b>	

<b>PURPOSE:</b>	For used in the CY 2023 4th Quarter and 1st Quarter of 2024 by the DPWH 4TH DEO, Siocon, Zamboanga del Norte
Brand and Model: _____	Warranty : _____
Delivery Period: _____	Price Validity: _____
<p><i>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.</i></p>	
<p style="text-align: right;">_____ Printed Name / Signature / Date</p> <p style="text-align: right;">Tel. No. / Cellphone No. / Email Address</p>	