



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ZAMBOANGA DEL NORTE
2ND DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE IX
Sta. Isabel, Dipolog City

Name of Procuring Entity: DPWH ZN 2nd District Engineering Office
Revised on: _____
Standard Form/Title: _____

Request for Quotation: **P.R. No. 24-12-299**
Date: **12/18/2024**
Office/End-User: **Admin. Section**
TIN: _____

COMPANY NAME: _____
ADDRESS: _____
TEL. NO./FAX 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 10:00 A.M. of _____ with the return envelope attached herewith, to the BAC Secretariat for Goods, Sta. Isabel, Dipolog City.

TERMS AND CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within fifteen (15) 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.
- 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 shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product, (If applicable)
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **Php196,227.89**

JOSE TEOVY S. OCHOTORENA
BAC Chairperson

REQUEST FOR QUOTATION

Item No.	ITEMS & DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Ballpen, black, 0.5 (12 pcs/box)	11	box		
	Ballpen, blue, 0.5 (12 pcs/box)	3	box		
	Battery, AAA, Alkaline, 1.5volts (2pcs/packet)	23	packet		
	Battery, AA, Alkaline (2 pcs/packet)	23	packet		
	Brown Envelope, documentary, legal size (500 pcs/pack)	1	box		
	Clip backfold, 25mm (12s/box)	3	box		
	Comb Binding Plastic Cover Clear (PVC Cover), A4	2	ream		
	Correction Pen with metal ballpoint	12	pc		
	Correction Tape, disposable, usable length of 8 meters 5mm width	50	pc		
	Data File Box, Royal Blue, ISO Compliant (refer with end-user's specific requirement)	100	pc		
	Data Folder, Royal Blue, ISO Compliant (refer with end-user's specific requirement)	130	pc		
	Dater Stamp, 4mm	2	pc		
	Double Sided Tape, 1"	12	roll		
	Envelope Documentary, A4 size (100pcs/pack)	4	pack		
	Envelope Documentary, legal size (100pcs/pack)	3	pack		
	Envelope expanding, kraftboard, for legal size doc. 0.22mm min. thickness, 250mm x 380mm, 50mm expansion, with string and eyelet (100 pcs/box)	1	box		
	Fastener, extended	4	box		
	File Tab Divider, A4 size (5 colors/pack)	10	pack		
	File Tab Divider, legal size (5 colors/pack)	10	pack		
	Folder, L-Type, plastic, legal size	2	pack		
	Glue, all-purpose, 300 grams min.	2	jar		
	Gun Tacker Wire, size: 1/4, 6mm	2	box		
	Ink Refill for Self-Inking Stamp, oil based, black, 28ml	1	bottle		
	Sub Total 1.....				

Total Amount P _____
Warranty: _____
Price Validity: _____

Brand Model: _____
Delivery Period: _____

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

BAC - SECRETARIAT:
Tel. No. 212 - 2538
Fax. No. (065) 212 - 2538

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



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Item No.	ITEMS & DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Ink Refill for Self-Inking Stamp, oil based, blue, 28ml	1	bottle		
	Marker Fluorescent, yellow	10	pc		
	Mini Record Book (see attached photo)	15	pc		
	Note Pad, 2" x 2", Post-It	20	pad		
	Note Pad, 2" x 3", Post-It	20	pad		
	Note Pad, 3" x 3", Post-It	20	pad		
	Paper Clip, 32mm (100 pcs/box)	20	box		
	Paper Fastener, for paper, 70mm (50 sets/box)	10	box		
	Paper, multicopy, A3, 80gsm	55	ream		
	Paper, multicopy, legal size, 80gsm	60	ream		
	Permanent Marker Broad, Black	5	pc		
	Permanent Marker Black, Fine tip	5	pc		
	Permanent Marker Red, Fine tip	2	pc		
	Philippine National Flag, embroidered (refer with end-user's specific requirement)	4	pc		
	Scissors, 6" heavy-duty	2	pc		
	Scissors, 8.5 inches length	5	pc		
	Sign Pen, black, 0.4	10	pc		
	Sign Pen, black, 0.5 (12 pcs/box)	3	box		
	Sign Pen, blue, 0.4	10	pc		
	Sign Pen, blue, 0.7mm (12 pcs/box)	1	box		
	Sign Pen, green, 0.5 (12 pcs/box)	3	box		
	Stamp Pad, felt pad	7	pc		
	Staple Remover, flier-type (metal)	3	pc		
	Staple Wire, HD, 23/13	1	box		
	Stapler with remover	5	pc		
	Stapler, desktop, metal, L:7.25" x W:1.75" x H:2.5"	5	pc		
	Sub Total 2.....				

Total Amount P _____

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