



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: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TEL. NO./FAX NO.: \_\_\_\_\_

Request for Quotation: **P.R. No. 24-12-290**  
Date: **12/12/2024**  
Office/End-User: **Maintenance Section**  
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 \_\_\_\_\_ with the return envelope attached herewith, to the BAC Secretariat for Goods, Sta. Isabel, Dipolog City.

**TERMS AND CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. 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.
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 shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product, (If applicable)
7. Please indicate the brand for each item being offered.
8. The approved budget ceiling for this procurement is **Php51,489.43**

  
**JOSE TEOVY S. OCHOTORENA**  
BAC Chairperson

**REQUEST FOR QUOTATION**

| Item No. | ITEMS & DESCRIPTIONS   | QTY. | UNIT   | UNIT PRICE | TOTAL PRICE |
|----------|--|------|--------|------------|-------------|
|          | Multi Purpose Bond Paper (A4 size, 210mm x 297mm, 80gsm)                     | 50   | ream   |            |             |
|          | Expanded Envelope (color: Navy Blue, legal Size, 216mm x 330mm - 100pcs/box) | 1    | box    |            |             |
|          | Refillable Permanent Marker (Broad black)                                    | 5    | pcs    |            |             |
|          | Permanent Marker Ink (Black)   | 2    | bot    |            |             |
|          | Refillable Whiteboard Marker (Broad black)                                   | 2    | pcs    |            |             |
|          | WhiteBoard Marker Ink (Black)  | 1    | bot    |            |             |
|          | Whiteboard (size: 18 x 24 inches)  | 4    | pcs    |            |             |
|          | WhiteBoard Eraser  | 5    | pcs    |            |             |
|          | Ink for Self-Inking Pad  | 5    | bot    |            |             |
|          | Highlighter (assorted color)   | 6    | set    |            |             |
|          | Ballpen (0.7mm, black, 12pcs/box)  | 6    | box    |            |             |
|          | Note Pad, Post It (3x3)  | 10   | pad    |            |             |
|          | Sticky Note Pad (please sign here)   | 20   | packet |            |             |
|          | Pencil w/ Lead #2 (12pcs/box)  | 6    | box    |            |             |
|          | Correction Tape (8-10 mtrs)  | 36   | pcs    |            |             |
|          | Doudle Sided Tape (10mm, 6 mtrs)   | 6    | roll   |            |             |
|          | Paperclip (gem type 50mm)  | 10   | box    |            |             |
|          | Paper Fastener (Colored, Plastic)  | 10   | box    |            |             |
|          |  |      |        |            |             |

Brand Model: \_\_\_\_\_  
Delivery Period: \_\_\_\_\_

Total Amount P -----  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

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.

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

Printed Name/Signature/Date \_\_\_\_\_

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



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BAC Chairperson

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| Item No. | ITEMS & DESCRIPTIONS   | QTY.            | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|--|-----------------|------|------------|-------------|
|          | Staple Wire #35 (copper)   | 10              | box  |            |             |
|          | All-Purpose White Glue (240g)  | 6               | bot  |            |             |
|          | Expanded Folder (color: navy blue, legal size, 216mm x 330mm 100pcs/box) | 1               | box  |            |             |
|          | Self-Inking Date Stamp   | 2               | pcs  |            |             |
|          | Data Folder w/ Finger ring & clear plastic pocket, 76mmx229mm x 381mm)   | 50              | pcs  |            |             |
|          | Clip Backfold (32mm, 12pcs/box)  | 10              | box  |            |             |
|          | Clip Backfold (50mm, 12pcs/box)  | 10              | box  |            |             |
|          | Clip Backfold (19mm, 12pcs/box)  | 10              | box  |            |             |
|          | Masking Tape (2 inches, 48mm)  | 6               | roll |            |             |
|          | Tape Transparent (2 inches, 48mm)  | 6               | roll |            |             |
|          | X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X  |                 |      |            |             |
|          |  |                 |      |            |             |
|          |  |                 |      |            |             |
|          |  |                 |      |            |             |
|          |  |                 |      |            |             |
| Purpose: | Office Supplies for use at Maintenance Section                           | Sub Total 1...  |      |            |             |
|          | for the 4th quarter CY-2024, this district.                              | Sub Total 2...  |      |            |             |
|          |  | Grand Total.... |      |            |             |
|          |  |                 |      |            |             |

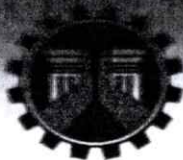
Brand Model: \_\_\_\_\_  
Delivery Period: \_\_\_\_\_

Total Amount P -----  
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Printed Name/Signature/Date \_\_\_\_\_  
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**APPROVED BUDGET FOR THE CONTRACT (ABC)**

Summary of Costs


Fill out all the spaces provided. Write (N/A) if not applicable.

| No. | Item   | Cost          |
|-----|--|---------------|
| 1   | Actual Market Price of Product                     | PHP 51,489.43 |
| 2   | Incidental Expenses                                |               |
|     | • Taxes/Customs/Duties                             | N/A           |
|     | • Licenses/Registration                            | N/A           |
|     | • Insurance  | N/A           |
|     | • Storage/Freight/Hauling                          | N/A           |
|     | • Installation/Removal                             | N/A           |
|     | • Training Costs                                   | N/A           |
|     | • Cost of Inspection                               | N/A           |
|     | • Others: ( Specify)                               |               |
| 3   | Cost of Money/Adjustment for Inflation             | N/A           |
| 4   | Discounts <i>(for Bulk Buig)</i>                   | N/A           |
| 5   | Spare Parts/Maintenance Costs/Warranty             | N/A           |
| 6   | Adjustment for currency valuation                  | N/A           |
|     | <i>(if procured from a foreign country/abroad)</i> |               |
| 7   | Life cycle cost                                    | N/A           |
|     | <b>Grand Total</b>                                 | PHP 51,489.43 |

Prepared by:

  
**ILDE DEXTIE T. ALFARO**  
Engineer III/Chief, Maintenance Section

Approved by:

  
**AMINODIN P. MANIRI**  
District Engineer