



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
ZAMBOANGA CITY
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE IX
Divisoria, Zamboanga City

Name of Procuring Entity: DPWH-DEO Zamboanga City

Revised on:

Request for Quotation: PR No.2024-01-008

Standard Form/Title: **REQUEST FOR QUOTATION**

Date: 01-12-2024

COMPANY NAME :

Office/End User: **Q A Section**

ADDRESS :

Common Office Supplies to be use at the Quality

TEL.NO./FAX NO. :

Assurance Section, DPWH - DEO,Divisoria, Z.C

TIN No:

Mode: **Shopping**

Please quote your 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 am of _____, 2024 in the return envelope attached herewith.

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written
2. Delivery period within Thirty (30) working 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 period of three (3) months for supplies & materials and 1 year for equipment; 3 years IT Equip. from date of acceptance by the end-user.
4. Price validity shall be for a period of (60) calendar days
5. **Mayors/ Business Permit, Annual ITR, Tax Clearance, DTI/SEC & PhilGEPS Registration Certificate shall be attached upon submission of this RFQ.**
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each items being offered.
8. **TOTAL Approved Budget for the Contract (ABC) Php**

MA. EMMA P. MARCERA
BAC - Chairperson

256,315.48

ITEM	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	ALCOHOL, ethyl, 68%-72%, 1 Gallon	4	Gallon		
2	CARBON FILM, A4, black	1	Box		
3	CLIP, backfold, 19mm	40	Box		
4	CLIP, backfold, 25mm	40	Box		
5	CLIP, backfold, 32mm	40	Box		
6	CLIP, backfold, 41mm	40	Box		
7	CLIP, backfold, 51mm	40	Box		
8	CORRECTION PEN, Metal Tip/ Liquid White	20	Piece		
9	CORRECTION TAPE	20	Piece		
10	DATA FILE FOLDER A4	50	Piece		
11	ERASER, polymer/ graphite pencil	5	Piece		
12	FASTENER, metal	10	Box		
13	Ink, L3110, Epson Black 003	30	Bottle		
14	Ink, L3110, Epson Cyan 003	30	Bottle		
15	Ink, L3110, Epson Magenta 003	30	Bottle		
16	Ink, L3110, Epson Yellow 003	30	Bottle		
17	Ink, HP Black GT51XL	30	Bottle		
18	Ink, HP Cyan GT52	20	Bottle		
19	Ink, HP Magenta GT52	20	Bottle		
20	Ink, HP Yellow GT52	20	Bottle		
21	MARKER, flourescent	10	Piece		
22	MARKER INK, Refill black	2	Bottle		
23	MARKER INK, Refill blue	2	Bottle		
24	Expanding Folder, Legal Size	20	Piece		
25	Expanding Envelope with Garter, Legal Size	20	Piece		
26	Padding Glue	1	Bottle		
27	PAPER CLIP, vinyl/plastic coated, 33mm	5	Box		
28	PAPER CLIP, vinyl/plastic coated, 50mm	5	Box		
29	PAPER, Mimeo, sub. 18 (A4 size)	20	Ream		
30	PAPER, Multi-Purpose, 70gsm (min.), Legal	75	Ream		
31	PAPER, Multi-Purpose, A4	100	Ream		
32	PUNCHER, paper, heavy duty, with two hole guide	3	Piece		
33	PHOTO PAPER, (210mmx297mm)	5	Pack		
34	SIGN PEN, 0.3, ultrafine, black	40	Piece		

Warranty : _____

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 w/the Terms & Conditions specified by DPWH.

Printed Name/Signature/Date

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

email: marquez.teresita@dpwh.gov.ph