Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
**ZAMBOANGA CITY**
**1ST DISTRICT ENGINEERING OFFICE**
REGIONAL OFFICE IX
Zamboanga City

Name of Procuring Entity: DPWH-1ST DEO Zamboanga City — Request for Quotation: PR No .2025-02-009
Revised on: — Date:
Standard Form/Title: **REQUEST FOR QUOTATION** — Office/End User:

COMPANY NAME : — For use in the Procurement Unit,DPWH-ZC 1st DEO,Divisoria, Zamboanga City
ADDRESS :

TEL NO./FAX NO. : — TIN No: — **Mode:Small Value Procurement**

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 _______________ , 2025 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 Equipt. 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 555,473.00**

**GLIEZA E. CACERES**
BAC - Chairperson

| ITEM | ITEMS & DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|
| 1 | Kyocera Toner-TK 8113 K (For Photocopier) | 8 | pcs | | |
| 2 | Kyocera Toner-TK 8113 C (For Photocopier) | 4 | pcs | | |
| 3 | Kyocera Toner-TK 8113 M (For Photocopier) | 4 | pcs | | |
| 4 | Kyocera Toner-TK 8113 Y (For Photocopier) | 4 | pcs | | |
| 5 | HP Ink GT53 Black ( For Printer) | 10 | pcs | | |
| 6 | HP Ink GT52 Cyan ( For Printer) | 5 | pcs | | |
| 7 | HP Ink GT52 Magenta ( For Printer) | 5 | pcs | | |
| 8 | HP Ink GT52 Yellow ( For Printer) | 5 | pcs | | |
| 9 | Epson Ink 003 Black ( For Printer) | 10 | pcs | | |
| 10 | Epson Ink 003 Cyan ( For Printer) | 5 | pcs | | |
| 11 | Epson Ink 003 Magenta ( For Printer) | 5 | pcs | | |
| 12 | Epson Ink 003 Yellow ( For Printer) | 5 | pcs | | |
| 13 | Archfile, Data Folder 2 rings w/DPWH Seal | 80 | pcs | | |
| 14 | Ballpen, ordinary, black | 3 | box | | |
| 15 | Sign pen, .05, best quality | 3 | box | | |
| 16 | Paper, bond, subs 20, A4 | 100 | ream | | |
| 17 | Paper, bond, subs 20, Folio | 100 | ream | | |
| 18 | Paper, bond, subs 20, A3 | 50 | ream | | |
| 19 | Storage Box with cover | 5 | pcs | | |
| 20 | Puncher | 4 | pcs | | |
| 21 | Record Books (200 leaves) | 6 | pcs | | |
| 22 | Record Book Wide (500 pages) | 6 | pcs | | |
| 23 | Calculator (Scientific) | 3 | pcs | | |
| 24 | Pencils (Box) | 6 | box | | |
| 25 | Paper Clips (box) | 6 | box | | |
| 26 | Binder clip, 1" | 6 | box | | |
| 27 | Binder clip, 2" | 6 | box | | |
| 28 | Folder , plastic, Thick | 50 | pcs | | |
| 29 | Folder , pressboard, legal, royal blue | 1 | box | | |
| 30 | ENVELOP Documentary for legal size document | 2 | box | | |
| 31 | ENVELOP WHITE | 1 | box | | |
| 32 | Envelope, Expandable, legal, brown 100s/box | 1 | box | | |
| 33 | Plastic Envelope Folio | 6 | pcs | | |

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 concure w/the Terms & Conditions specified by DPWH.

Tel No. 984-2451 Telefax: 984-2452
c/o Josiflor R. Vicente
email: vicente.josiflor@dpwh.gov.ph

_______________________________
Printed Name/Signature/Date

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

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
**ZAMBOANGA CITY**
**1ST DISTRICT ENGINEERING OFFICE**
REGIONAL OFFICE IX
Zamboanga City

| | |
|---|---|
| Name of Procuring Entity: DPWH-1ST DEO Zamboanga City | Request for Quotation: PR No .2025-02-009 |
| Revised on: | Date: |
| Standard Form/Title: **REQUEST FOR QUOTATION** | Office/End User: |
| COMPANY NAME : | For use in the Procurement Unit,DPWH-ZC 1st DEO,Divisoria, Zamboanga City |
| ADDRESS : | |
| TEL NO./FAX NO. : | TIN No: **Mode:Small Value Procurement** |

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 ________________ , 2025 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 Equipt. 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 555,473.00**

**GLIEZA E. CACERES**
BAC - Chairperson

| ITEM | ITEMS & DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|
| 34 | Ring Binder ring, Plastic, Black 6mm (1/4") | 10 | pcs | | |
| 35 | Ring Binder ring, Plastic, Black 12mm (1/2") | 10 | pcs | | |
| 36 | Ring Binder ring, Plastic, Black 20mm (3/4") | 10 | pcs | | |
| 37 | Ring Binder ring, Plastic, Black 25mm (1") | 20 | pcs | | |
| 38 | Ring Binder ring, Plastic, Black 38mm (1-1/2") | 20 | pcs | | |
| 39 | Ring Binder ring, Plastic, Black 55mm (2") | 20 | pcs | | |
| 40 | Scissors, Symmetrical big | 4 | pcs | | |
| 41 | Tape Dispenser, Table Top big | 4 | piece | | |
| 42 | Clear Tape 1"Big | 10 | roll | | |
| 43 | Dater, Trodat brand | 1 | pcs | | |
| 44 | Metal Tray Desk Organizer(Heavy Duty) | 4 | pcs | | |
| 45 | Extention Wire, Multi-Function Socket (4m) | 2 | pcs | | |
| 46 | rubber band, big | 1 | box | | |
| 47 | Personalized stamp | 4 | pcs | | |
| 48 | Fastener, metal, non sharp edges | 8 | box | | |
| 49 | Stapler, Standard Type | 4 | Unit | | |
| 50 | Correction tape, 8mm | 6 | pcs | | |
| 51 | Sharpener for pencil, big | 3 | Unit | | |
| 52 | Paper, Photo glossy, A4 | 2 | ream | | |
| 53 | Carbon Paper, blue ink, legal | 1 | pack | | |
| 54 | Cutter, best quality | 3 | pcs | | |
| 55 | stamp pad ink, 60ml purple | 2 | bots | | |
| 56 | Glue Big (240 gms) | 9 | pcs | | |
| 57 | Marker, pilot brand, black (broad) | 10 | box | | |
| 58 | Staple remover | 3 | pcs | | |
| 59 | 2 inch Paper Clamp | 4 | box | | |
| 60 | 1/2 inch Sticky Notes | 15 | pad | | |
| 61 | Tabbings, clear | 15 | pcs | | |
| 62 | Sign Here tabs | 15 | pcs | | |
| 63 | Paper, sticker, A4, best quality | 5 | pack | | |
| 64 | USB (128 GB) | 5 | pcs | | |
| 65 | Hard Drive (1 TB) | 2 | pcs | | |
| | | | | | |
| | | | | | |

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 concure w/the Terms & Conditions specified by DPWH.

Tel No. 984-2451 Telefax: 984-2452
c/o Josiflor R. Vicente
email: vicente.josiflor@dpwh.gov.ph

______________________________
Printed Name/Signature/Date

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