



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ZAMBOANGA CITY 1st DISTRICT ENGINEERING OFFICE
Zamboanga City, REGIONAL OFFICE IX



Name of Procuring Entity: DPWH-ZC 1st DEO		Request for Quotation/PR No.: 2025-04-019			
Revised on:		Date: April 4, 2025			
Standard Form/Title: REQUEST FOR QUOTATION		Office/End User:			
COMPANY NAME :		For use in the Administrative section, DPWH - ZC 1st DEO			
ADDRESS :					
TEL NO./FAX NO. :		TIN No: Mode: SVP			
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 <u>April 11</u> , 2025 in the return envelope attached herewith.					
TERMS AND CONDITIONS: 1. All entries must be typewritten or legibly written 2. Delivery period within <u>Thirty (30)</u> 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 Equipit. 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 & Omnibus Sworn Statement 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) Php313,670.20		 GLIEZA E. CACERES BAC - Chairperson			
ITEM	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	USB Flash drive 3.0, 16GB	10	pcs		
2	External; Hard drive 1TB	5	unit		
3	Binding and Punching machine, 50mm binding cap.	1	unit		
4	Binding ring/comb, plastic 32mm	5	bundle		
5	Record Book 500 pages	50	pcs		
6	Record Book 300 pages	30	pcs		
7	Columnar/journal notebook	3	pcs		
8	Calculator	10	unit		
9	Carbon film, legal	1	box		
10	Bondpaper, legal	50	ream		
11	Bondpaper, A4	50	ream		
12	Folder, legal, white	100	pcs		
13	Folder A4, white	100	pcs		
14	Brown envelope legal	100	pcs		
15	Envelope, mailing white	2	box		
16	File folder blue legal size, hard bound w/ logo	200	pcs		
17	File folder blue A4 size, hard bound w/ logo	50	pcs		
18	Data file box, blue w/logo	30	pcs		
19	Epson ink for L3250, black	10	bot		
20	Epson ink for L3250, yellow	3	bot		
21	Epson ink for L3250, magenta	3	bot		
22	Epson ink for L3250, cyan	3	bot		
23	Ballpen, black	2	box		
24	Ballpen, blue	2	box		
25	Ballpen, red	2	box		
26	Signpen, black	2	box		
27	Signpen, blue	2	box		
28	Signpen, red	2	box		
29	Paper clip vinyl/plastic 50mm	20	box		
30	Correction tape	30	pcs		
31	Permanent marker, blue	50	pcs		

32	Permanent marker, black	20	pcs		
33	Stamp pad ink, blue	10	bot		
34	Stamp pad ink, green	5	bot		
35	Puncher	5	pcs		
36	Stapler heavy duty	10	pcs		
37	Staple wire	50	box		
38	Staple remover handheld	10	pcs		
39	Sticky notes 2"x3"	20	pcs		
40	Scissors 6"	5	pcs		
41	Paper cutter	2	unit		
42	Double sided tape 1"	10	roll		
43	Tape, transparent 1"	10	roll		
44	Pencil, lead w/eraser	5	box		
45	Clip backfold 50mm	20	box		
46	Clip backfold 32mm	20	box		
47	Fastener, Metal 70mm, 50/set/box	20	box		
48	Glue, all purpose	5	jar		
49	Expandable folder, long	20	bot		
50	Alcohol, Isoprophyl 70%, 250ml	5	pcs		
51	Broom, soft (tambo)	5	pcs		
52	Broom, stick (tingting)	5	pcs		
53	Dust pan, non-rigid plastic	9	pcs		
54	Mophead	3	pcs		
55	Mop handle, screw type	3	unit		
56	Trash can, large	10	can		
57	Furniture cleaner	10	can		
58	Disinfectant spray	20	bot		
59	Toilet bowl cleaner	10	pcs		
60	Toilet deodorant cake	10	pack		
61	Detergent powder, all purpose	5	bot		
62	Liquid Detergent	10	bot		
63	Bleaching liquid, 1L	100	pcs		
x-x-x Nothing Follows x-x-x					

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 concur 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