



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. 24-11-220**

Date: **11/12/2024**

COMPANY NAME: _____

ADDRESS: _____

TEL. NO./FAX NO.: _____

Office/End-User: **Admin. 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 IRRA 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 items being offered.
8. The approved budget ceiling for this procurement is **Php40,924.55**

JOSE TEOVY S. OCHOTORENA

BAC Chairperson

REQUEST FOR QUOTATION

Item No.	ITEMS & DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Battery, AA, Alkaline (2 pcs/packet)	5	packet		
	Battery AAA, Alkaline, 1.5 volts (2 pcs/packet)	5	packet		
	Comb Binding Machine, heavy-duty	1	unit		
	Expanded Folder, green (100 pcs/pack)	1	pack		
	Folder, ordinary, legal (100 pcs/pack)	2	pack		
	Gun Tacker, 6mm	1	unit		
	Laminating Machine, heavy-duty	1	unit		
	Note Pad, Post-It, 2x2	10	pad		
	Note Pad, Post-It, 3x3	10	pad		
	Paper, multicopy, A4 size, 80gsm	20	ream		
	Pencil lead with eraser (12 pcs/box)	1	box		
	Sign Pen, black, 0.5 (see attached photo for reference)	24	pc		
	Sign Pen, blue, 0.5 (see attached photo for reference)	24	pc		
	Stapler, heavy-duty, binder-type (see attached photo for reference)	1	pc		
	Tape, Masking, 2" (48mm)	10	roll		
	Tape, Transparent, 1" (24mm), 50 meters	10	roll		
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				
Purpose:	Consolidation of office Supplies for use in various offices for the 4th quarter CY-2024, this district.				

Total Amount P -----

Brand Model: _____

Delivery Period: _____

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.

Printed Name/Signature/Date

BAC - SECRETARIAT:

Tel. No. 212 - 2538

Fax. No. (065) 212 - 2538

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