



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**ZAMBOANGA DEL NORTE 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE**  
Sta. Isabel, Dipolog City, Region IX

Name of Procuring Entity: DPWH ZN 2nd District Engineering Office

Revised on:

Standard Form/Title:

Request for Quotation : **P.R. No. 25-06-140**

Date: **06/11/2025**

COMPANY NAME: \_\_\_\_\_

Office/End-User: **Administrative Section**

ADDRESS: \_\_\_\_\_

TIN: \_\_\_\_\_

TEL. NO./FAX NO.: \_\_\_\_\_

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 thirty (30) 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; 3 years IT 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 **Php144,585.30**

**JOSE TEOVY S. OCHOTORENA**

BAC Chairperson

**REQUEST FOR QUOTATION**

Item No.	ITEMS & DESCRIPTIONS	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Staple Remover, flier-type, metal	1	pc		
	Stapler, heavy- duty, standard	3	pc		
	Battery, dry cell, size AA (2 pcs/pack)	10	pack		
	Battery, dry cell, size AAA(2 pcs/pack)	10	pack		
	Clip, backfold, 50mm 12's/box	20	box		
	Correction Pen with metal ballpoint	12	pc		
	Correction Tape, 8m min.	80	pc		
	Data Folder, Royal Blue ISO compliant (please refer to the end-user's specific requirement) Dimension: L- 28.5cm, W-7.5cm, H-35cm	150	pc		
	Fastener, paper, plastic	3	box		
	File Storage Box, blue (please refer to the end-user's specific requirement)	20	pc		
	Folder, expanded, legal size, 100pcs/pack	1	pack		
	Folder, tagboard, legal size, 100pcs/pack	1	pack		
	Glue, all purpose, 300 grams, min.	3	jar		
	Legal Clear, transparent rigid, PVC (Binding Cover)	1	box		
	Marker, Flourescent, 3 colors/set	3	set		

Sub Total Amount 1 P - - - - -

Brand 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 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.

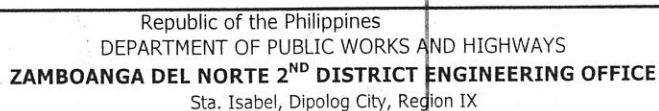
Printed Name/Signature/Date

**BAC - SECRETARIAT:**

Tel. No. 212 - 2538

Fax. No. (065) 212 - 2538

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



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**Php144,585.30**

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REQUEST FOR QUOTATION						
Item No.	ITEMS & DESCRIPTIONS		QTY.	UNIT	UNIT PRICE	TOTAL PRICE
16	Marker, permanent, felt-tip, bullet-type, black		4	pc		
17	Marker, permanent, felt-tip, bullet-type, blue		4	pc		
18	Morocco Board Paper, A4, Binding		1	box		
19	Morocco Board Paper, Legal, Binding		1	box		
20	Morocco Slide Folder, legal blue		1	box		
21	Note Pad, 2" x 2"		5	pad		
22	Note Pad, 2" x 3" Post - it		5	pad		
23	Note Pad, 3" x 3" Post - it		5	pad		
24	Paper, clip, gem-type,jumbo, 48mm, 100's/box		3	box		
25	Paper Fastener, plastic, 70mm, standard		10	box		
26	Paper, multicopy, A3, 80gsm		100	ream		
27	Pencil lead with eraser, 12pcs/box		1	box		
28	Record Book, 500 pages		5	pc		
29	Report Cover Folder with expanding spine (refer to the end-user's specific requirement; see attached photo)		100	pc		
30	Sign Pen, Green, 12 pcs/box		1	box		
31	Sign Pen, Red, 0.50, 12 pcs/box		3	box		
32	Stamp Pad		2	pc		
33	Stamp Pad Ink (Purple/violet) with applicator		1	bottle		
34	Stick-on Note, 5 colors per pack, 13mmx45mm		30	pack		
35	Sticky Note (Sign Here)		12	pad		
	x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x					
				Sub Total 1.....		
				Sub Total 2.....		
Purpose:	For Consolidation of Office Supplies for use in various sections in this office for the 2nd quarter CY-2025, this district					

Total Amount P -----

**Warranty:** \_\_\_\_\_

**Price Validity:** \_\_\_\_\_

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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	₱ 144,585.30
2	Incidental Expenses	
	• Taxes/Customs/Duties	N/A
	• Licenses/Registration	N/A
	• Insurance	N/A
	• Storage/Freight/Hauling	N/A
	• Installation/Removal	N/A
	• Trainig Costs	N/A
	• Cost of Inspection	N/A
	• Others: ( Specify)	
3	Cost of Money/Adjustment for Inflation	N/A
4	Discounts ( <i>for Bulk Buying</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>	₱ 144,585.30

**Prepared by:**

  
**ALMAR C. ACEVEDO**  
Chief, Administrative Section/  
Concurrent Head, ESU

**Approved by:**

  
**AMINODIP MANIRI**  
District Engineer