



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.: 2025-03-003	
Revised on:		Date: March 5, 2025	
Standard Form/Title: REQUEST FOR QUOTATION Office/End User:			
COMPANY NAME :		For use in the operation of the Quality Assurance section	
ADDRESS :		of this newly created office.	
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 Mar 20, 2025 in the return envelope attached herewith.

TERMS AND CONDITIONS:

- All entries must be typewritten or legibly written
- 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.
- Warranty shall be for a period of three (3) months for supplies & materials and 1 year for equipment; 3 years IT Equipmt. from date of acceptance by the end-user.
- Price validity shall be for a period of (60) calendar days
- Mayors/Business permit, Annual ITR, Tax Clearance, DTI/SEC, PhilGEPS Registration Certificate & Omnibus Sworn Statement shall be attached upon submission of this RFQ.**

- Bidders shall submit original brochures of the product.
- Please indicate the brand for each items being offered.

8. TOTAL Approved Budget for the Contract (ABC) Php 181,184.00

ITEM	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Filing Cabinets	2	unit		
2	Folders(Long)	100	pcs		
3	Folders(A4)	100	pcs		
4	Bond paper (A4)	100	ream		
5	Bond paper (Legal)	30	ream		
6	Ballpens (blue)	1	box		
7	Ballpens (black)	1	box		
8	Sign Pen, .05, Best Quality, Black	1	box		
9	Sign Pen, .05, Best Quality, Blue	1	box		
10	Staplers	4	unit		
11	Puncher	2	unit		
12	Fastener Stainless (box)	10	box		
13	Field Books	10	books		
14	Record Books (200 leaves)	30	books		
15	Stamping pads	3	pcs		
16	Scissors, big	5	pair		
17	Calculator(Scientific)	5	unit		
18	Steel Tape 5m	7	unit		
19	Pencils(box)	4	box		
20	Sharpener machine for pencil, Big	1	unit		
21	Staple Wire (box)	5	box		
22	Correction Tape	30	pcs.		
23	Paper Clips(box)	4	box		
24	Materials Logbook (Hardbound)	80	books		
25	Binder Clips (3")	6	box		
26	Binder Clips (2")	6	box		
27	Binder Clips (1")	5	box		

GLIEZA E. CACERES

BAC - Chairperson

28	Sticker paper(10 shts. /pack)	15	packs	
29	Photo paper (20sht./pack)	20	packs	
30	USB (128 GB)	7	unit	
31	Tabbings	10	pack	
32	Laminating machine	1	unit	
33	Laminating film (roll)	1	roll	
x-x-x Nothing Follows x-x-x				
TOTAL:				

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