



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.: <b>2025-03-004</b> |  |
| Revised on:                                       |                                                               | Date: <b>March 7, 2025</b>                       |  |
| Standard Form/Title: <b>REQUEST FOR QUOTATION</b> |                                                               | Office/End User:                                 |  |
| COMPANY NAME :                                    | For use in the operation of the Finance section of this newly |                                                  |  |
| ADDRESS :                                         | 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 March 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 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.
- TOTAL Approved Budget for the Contract (ABC) Php 183,978.00**

  
**GLIEZA E. CACERES**  
BAC - Chairperson

| ITEM | ITEMS & DESCRIPTION                  | QTY | UNIT  | UNIT PRICE | TOTAL PRICE |
|------|--------------------------------------|-----|-------|------------|-------------|
| 1    | Employee Index of payments card      | 50  | pcs   |            |             |
| 2    | Arch file/data folder with DPWH logo | 20  | pcs   |            |             |
| 3    | Calculator                           | 10  | unit  |            |             |
| 4    | Kyocera TK8113 K                     | 4   | pcs   |            |             |
| 5    | Kyocera TK8113 C                     | 2   | pcs   |            |             |
| 6    | Kyocera TK8113 M                     | 2   | pcs   |            |             |
| 7    | Kyocera TK8113 Y                     | 2   | pcs   |            |             |
| 8    | Bondpaper, A4, subs 20               | 10  | reams |            |             |
| 9    | Bondpaper, folio, subs 20            | 10  | reams |            |             |
| 10   | Carbon paper-blue (10 sheets/pad)    | 1   | pack  |            |             |
| 11   | USB (32GB)                           | 5   | pcs   |            |             |
| 12   | Sign pen, .05, best quality, blue    | 1   | box   |            |             |
| 13   | Sign pen, .05, best quality, black   | 1   | box   |            |             |
| 14   | Sign pen, .05, best quality, green   | 1   | box   |            |             |
| 15   | Extension wire (heavy duty, 6ft      | 2   | pcs   |            |             |
| 16   | Blue file holders                    | 10  | pcs   |            |             |
| 17   | Filing cabinet lateral, 4doors       | 1   | unit  |            |             |
| 18   | Clear tape 1", big                   | 5   | pcs   |            |             |
| 19   | Stapler, heavy duty                  | 3   | pcs   |            |             |
| 20   | Record Books, 300 pages              | 10  | pcs   |            |             |
| 21   | Paper clips, 50mm                    | 10  | box   |            |             |
| 22   | Paper clips, 33mm                    | 10  | box   |            |             |
| 23   | Paper clips, 29mm                    | 10  | box   |            |             |
| 24   | Staple wires                         | 5   | box   |            |             |
| 25   | Puncher                              | 2   | pcs   |            |             |
| 26   | Dater stamp                          | 2   | pcs   |            |             |
| 27   | Fastener, plastic                    | 10  | box   |            |             |
| 28   | Pencil                               | 3   | box   |            |             |
| 29   | Sharpener for pencil, big            | 2   | unit  |            |             |
| 30   | Stainless steel ruler, 30cm          | 5   | pcs   |            |             |
| 31   | Scissors, big                        | 3   | pair  |            |             |
| 32   | Glue, 130g                           | 2   | bot   |            |             |

|                                    |                           |    |      |  |
|------------------------------------|---------------------------|----|------|--|
| 33                                 | Expanded Envelop, legal   | 30 | pcs  |  |
| 34                                 | Staple remover            | 5  | pcs  |  |
| 35                                 | White folder, long        | 30 | pcs  |  |
| 36                                 | Highlighter, 7 color set  | 3  | sets |  |
| 37                                 | Sign Here sticky note pad | 5  | pad  |  |
| 38                                 | Metal binder clip 1"      | 5  | box  |  |
| 39                                 | Metal binder clip 1 5/8"  | 5  | box  |  |
| 40                                 | Metal binder clip 2"      | 5  | box  |  |
| 41                                 | Stamp ink, blue           | 5  | pcs. |  |
| 42                                 | Tape dispenser            | 3  | unit |  |
| 43                                 | Tissue (paper towel)      | 3  | pack |  |
| 44                                 | Cutter                    | 2  | pcs. |  |
| <b>x-x-x Nothing Follows x-x-x</b> |                           |    |      |  |

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

Printed Name/Signature/Date

c/o Josiflor R. Vicente

email: *vicente.josiflor@dpwh.gov.ph*

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