



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ZAMBOANGA DEL NORTE
3RD DISTRICT ENGINEERING OFFICE
Osukan, Labason, Zamboanga del Norte, Region IX

Name of Procuring Entity : DPWH-3rd District Engineering Office

Request for Quotation No. RFQ- 0031

Revised on :

Purchase Request No. 2025-05-0028

Standard Form/Title : **REQUEST FOR QUOTATION**

Office/End-User : Administrative Section

COMPANY NAME :

ADDRESS :

TEL.NO./FAX No. :

TIN 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 **May 26, 2025** in the return envelope attached herewith, to the BAC Secretariat for Goods, 3rd District Engineering Office, Osukan, Labason Zamboanga del Norte

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within 15 Calendar Days upon receipt of the approved funded Purchased 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 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/ Omnibus Sworn Statement, shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certification of the product, if applicable.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is 399,890.00



CARMELITO I. ENERO
BAC Vice-Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	Unit	UNIT PRICE	TOTAL AMOUNT
1	Expandable Folder	100	pcs		
2	Lever Arch Binder	200	pcs		
3	Correction Tape	100	pcs		
4	Puncher	5	pcs		
5	Stapler, Standard Type	5	pcs		
6	Ballpen (Black)	20	boxes		
7	Ballpen (Sign Pen) (Black)	20	boxes		
8	Double Sided Tape	20	pcs		
9	Staple, wire #35	20	boxes		
10	Clip, Backfold, all metal	30	boxes		
11	Mailing Envelope (white) window	5	boxes		
12	Brown Envelope Short	5	boxes		
13	Brown Envelope Long	5	boxes		
14	Flash Drive	40	pcs		
15	A4 Bond Paper	100	ream		
16	Long Bond Paper	50	ream		
17	Scissor	10	pcs		
18	Ream Cutter (A3/A4 sizes)	2	pcs		
19	Laminating Machine	1	pcs		
20	Brother Ink (MFC-J3530DW) LC3617-Magenta	10	pcs		
21	Brother Ink (MFC-J3530DW) LC3617-Yellow	10	pcs		
22	Brother Ink (MFC-J3530DW) LC3617-Cyan	10	pcs		
23	LC3619XL Black	15	pcs		
24	Epson Ink 003	15	set		
25	Epson L6270	3	set		
26	Plastic Fasteners	50	boxes		
27	Calculator	8	pcs		
28	Epson Ink 008	2	set		
29	Pale Cream 8.5x13" GSM 200	15	pack		
30	Service box Epson L6460	1	pc		
31	Mechanical Sharpener pencil	1	pc		
32	Electronic Stapler EH-70F	1	box		

33	External Drive	5	pcs		
34	Ruler	5	pcs		
35	Toilet Tissue	15	pack		
-----nothing follows-----					
				TOTAL:	
PURPOSE:	For use in the Supply Unit, Cashier Unit, Records Unit, HR Unit and AO V office.				
Brand and Model: _____		Warranty : _____			
Delivery Period: _____		Price Validity: _____			
<p>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 with the Terms and Conditions specified by DPWH.</p>					
<p style="text-align: right;">_____ Printed Name / Signature / Date Tel. No. / Cellphone No. / Email Address</p>					