



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
MARINDUQUE DISTRICT ENGINEERING OFFICE
Boac, Marinduque, MIMAROPA Region (IV-B)

Name of Procuring Entity: **DPWH Marinduque DEO** Request for Quotation : **2024-05-0042**
Revised on : Date : **05/16/2024**
Office/End User : **Administrative Section**

Standard Form/Title **REQUEST FOR QUOTATION**

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 AM of **May 21, 2024** in the return envelope attached herewith, to the BAC Secretariat, DPWH, Marinduque District Engineering Office, Bangbangalon, Boac, Marinduque.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **30 WD** 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 (1) year for equipment from date of acceptance by the end-user. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price.
4. Price validity shall be for a period of One Hundred Twenty (120) calendar days.
5. G-EPS Registration Certificate/Registration No., Mayor's Permit, DTI Registration, Income/Business Tax Return, and Omnibus Sworn Statement 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 ₱ **992,579.00**


EMILIANO R. ROSALES
Engineer III
BAC Vice Chairperson

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Office Supplies and Other Materials				
	for use in Administrative Section for Second and				
	Third Quarter CY-2024				
1	Adapter, three-prong	12	piece		
2	Backfold Clip, 1 1/4"	24	box		
3	Backfold Clip, 1 5/8"	24	box		
4	Backfold Clip, 1"	36	box		
5	Backfold Clip, 2"	24	box		
6	Backfold Clip, 3/4"	36	box		
7	Ballpen, black, 12pcs/box	6	box		
8	Battery, 9 volts, alkaline	24	piece		
9	Battery, AA, alkaline, 2pcs/pack	24	pack		
10	Battery, AAA, alkaline, 2pcs/pack	24	pack		
11	Bookpaper, subs. 20, A4, 5 reams/box	100	box		
12	Bookpaper, subs. 20, long, 5 reams/box	35	box		
13	Bookpaper, subs. 24, A3	20	ream		
14	Calculator, 12 digits	6	unit		
15	Carbon Film, long, black	3	pack		
16	Carbon Film, long, blue	6	pack		
17	CD-RW, with CD slip	100	piece		
18	Computer Keyboard, USB-type	6	piece		
19	Cord, assorted colors	24	pack		
20	Correction Pen, big	24	piece		
21	Correction Tape, 5mm x 5m	50	piece		
22	Cutter, heavy duty, with replacement blade	12	piece		
23	Cylindrical LED Bulb, 20 watts	40	piece		
24	Envelope, brown, A4, 100pcs/pack	10	pack		
25	Envelope, brown, long, 100pcs/pack	10	pack		
	SUB-TOTAL				

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 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.

Printed Name / Signature / Date

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



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	Third Quarter CY-2024				
26	Envelope, expanded, mini (assorted coors)	50	piece		
27	Envelope, mailing, long, white, 500pcs/box	5	box		
28	Envelope, mailing, short, white, 500pcs/box	5	box		
29	Eraser, rubber, big	12	piece		
30	Extension Cable Universal Outlet Socket, with cable reel, 25 meters, heavy duty	2	piece		
31	Extension Wire, 5 meters, 4-gang	20	piece		
32	Extension Wire, 10 meters, 4-gang	20	piece		
33	External Hard Drive, 1TB	5	unit		
34	Fastener, plastic	12	box		
35	Flash Drive, 16 GB	50	piece		
36	Flash Drive, 32 GB	24	piece		
37	Flash Drive, 64 GB, OTG, Type C	24	piece		
38	Glue Pen	6	piece		
39	Glue, 130g	24	piece		
40	Index Tag, arrow	30	pack		
41	Ink Refill, EPSON 001, Black, 127ml	40	bottle		
42	Ink Refill, EPSON 001, Cyan, 70ml	15	bottle		
43	Ink Refill, EPSON 001, Magenta, 70ml	15	bottle		
44	Ink Refill, EPSON 001, Yellow, 70ml	15	bottle		
45	Ink Refill, EPSON 003, Black	30	bottle		
46	Ink Refill, EPSON 003, Cyan	15	bottle		
47	Ink Refill, EPSON 003, Magenta	15	bottle		
48	Ink Refill, EPSON 003, Yellow	15	bottle		
49	Ink Refill, Epson 008, Black, 127ml	24	bottle		
50	Ink Refill, Epson 008, Cyan, 70ml	12	bottle		
	SUB-TOTAL				

Brand Model : _____
Delivery Period : _____

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52	Ink Refill, Epson 008, Yellow, 70ml	12	bottle		
53	Ink Refill, EPSON T6641, Black	20	bottle		
54	Ink Refill, EPSON T6642, Cyan	12	bottle		
55	Ink Refill, EPSON T6643, Magenta	12	bottle		
56	Ink Refill, EPSON T6644, Yellow	12	bottle		
57	Laminating Machine	1	unit		
58	Laminating Film, long, 100sheets/ream, 250 microns	10	ream		
59	LED Bulb, 15 watts	40	piece		
60	LED Tube Light, F16 T8/860, 18W	30	piece		
61	Marker, fluorescent, assorted colors	50	piece		
62	Marker, for white board, black	36	piece		
63	Marker, permanent, black (24pcs Fine/24pcs Broad)	48	piece		
64	Marker, permanent, blue (24pcs Fine/24pcs Broad)	48	piece		
65	Mouse Pad	6	piece		
66	Note Pad, 3"x4", 4 small pads/pack	24	pack		
67	Note Pad, 3"x4", 5 pads/pack (lengthwise)	24	pack		
68	Notepad, 3"x2"	24	pad		
69	Notepad, 3"x3"	24	pad		
70	Official Record Book, 300 pages	20	piece		
71	Official Record Book, 500 pages	20	piece		
72	Optical Mouse, USB connection type	6	piece		
73	Optical Mouse, wireless	6	piece		
74	Paint Brush, 1"	6	piece		
75	Paint Brush, 2"	6	piece		
76	Paper Clip, big	12	box		
	SUB-TOTAL				

Brand Model	:		Warranty	:	
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