



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 : **2024-06-0045**
Revised on : Date : **06/06/2024**
Office/End User : **Finance 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 June 11, 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 ₱ **997,546.50**


SAGOSARA D. CAPAL
OIC-Asst. District Engineer
BAC Chairperson

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Office Supplies and Other Materials				
	for use in Finance Section for Third and Fourth Quarter CY-2024				
1	Air Freshener, 320ml	12	bottle		
2	Alcohol, 70%, 1000ml	48	bottle		
3	Backfold Clip, 1 1/4"	12	box		
4	Backfold Clip, 1 5/8"	12	box		
5	Backfold Clip, 1"	12	box		
6	Backfold Clip, 2"	12	box		
7	Backfold Clip, 3/4"	12	box		
8	Ballpen, black, 12pcs/box	12	box		
9	Ballpen, blue, 12pcs/box	6	box		
10	Battery, AA, alkaline, 2pcs/pack	12	pack		
11	Battery, AAA, alkaline, 2pcs/pack	6	pack		
12	Bookpaper, subs. 20, A4, 5 reams/box	190	box		
13	Bookpaper, subs. 20, long, 5 reams/box	45	box		
14	Broom (Tambo)	6	piece		
15	Calculator, 12 digits	6	unit		
16	Computer Keyboard, USB-type	3	piece		
17	Cord, assorted colors	12	pack		
18	Correction Tape, 5mm x 5m	100	piece		
19	Dishwashing Liquid, 1 liter	6	bottle		
20	Dust Pan, plastic, big	2	piece		
21	Envelope, expanded, long (assorted colors)	100	piece		
22	Extension Wire, 5 meters, 4-gang	10	piece		
23	Flash Drive, 32 GB	20	piece		
24	Glass Cleaner, 500ml	6	bottle		
25	Glue, 130g	12	piece		
	SUB-TOTAL				

Brand Model : _____
Delivery Period : _____

Warranty : _____
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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	Supply and Delivery of Office Supplies and Other Materials				
	for use in Finance Section for Third and Fourth Quarter CY-2024				
26	Ink Refill, EPSON 003, Black	50	bottle		
27	Ink Refill, EPSON 003, Cyan	20	bottle		
28	Ink Refill, EPSON 003, Magenta	20	bottle		
29	Ink Refill, EPSON 003, Yellow	20	bottle		
30	Ink Refill, Fujifilm CT203486, Black	8	bottle		
31	Ink Refill, Fujifilm CT203487, Cyan	5	bottle		
32	Ink Refill, Fujifilm CT203488, Magenta	5	bottle		
33	Ink Refill, Fujifilm CT203489, Yellow	5	bottle		
34	Insect Spray, 500ml	6	bottle		
35	Marker, fluorescent, assorted colors	12	piece		
36	Marker, permanent, black	12	piece		
37	Mouse Pad	6	piece		
38	Notepad, 3"x2"	50	pad		
39	Notepad, 3"x3"	50	pad		
40	Number Stamp, 10 digits, big	5	piece		
41	Optical Mouse, wireless	6	piece		
42	Paper Clip, big	6	box		
43	Paper Clip, small	6	box		
44	Pencil, # 2	3	box		
45	Photo Paper, glossy, 20 sheets/pack	12	pack		
46	Puncher, heavy duty	5	piece		
47	Push Pin, 50pcs/case	2	case		
48	Ruler, plastic, 12"	6	piece		
49	Scissors, big	6	pair		
50	Sign Pen, 0.5, black	6	box		
	SUB-TOTAL				

Brand Model : _____
Delivery Period : _____

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	Supply and Delivery of Office Supplies and Other Materials for use in Finance Section for Third and Fourth Quarter CY-2024				
51	Sign Pen, 0.5, blue	6	box		
52	Sign Pen, 0.7, black	3	box		
53	Sign Pen, 0.7, blue	3	box		
54	Stamp Pad Ink, blue	10	piece		
55	Stamp Pad Ink, purple	10	piece		
56	Stamp Pad No. 2	6	piece		
57	Stamp, Date	5	piece		
58	Stamp, Paid	5	piece		
59	Stamp, Received	5	piece		
60	Staple Wire #35, 5000 staples	30	box		
61	Stapler, with Staple Remover	12	piece		
62	Sticker Paper, white (A4 size, 10pcs/pack)	10	pack		
63	Tape Dispenser, for 1" tape	6	piece		
64	Tape, double adhesive, 1"	12	roll		
65	Tape, duct, 2"	5	roll		
66	Tape, masking, 1"	5	roll		
67	Tape, packaging, 2"	5	roll		
68	Tape, transparent, 1"	100	roll		
69	Tissue Paper, 2-ply, 12pcs/pack	36	pack		
X-X-X					
	Note: The awarding of this RFQ will be on a lump-sum basis. Prospective suppliers must quote for all the items. Otherwise they will be subjected for disqualification.				
	SUB-TOTAL				
	GRAND-TOTAL				

Brand Model : _____ Warranty : _____
Delivery Period : _____ Price Validity : _____

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