



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 : **2024-12-0117**
Revised on : Date : **12/19/2024**
Office/End User : **Maintenance 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 December 23, 2024 in the return envelope attached herewith, to the BAC Secretariat, DPWH, Marinduque District Engineering Office, Bangbanganon, 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-EPIS Registration Certificate/Registration No., Mayor's Permit, DTI Registration, Income/ Business Tax Return, Tax Clearance 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 ₱ **999,187.50**

FERNAN S. DIAZ
Engineer III
BAC Chairperson

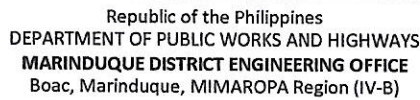
ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Office Supplies and Equipment				
	for use in Maintenance Section				
1	Alcohol, 70%, 1000ml	10	bottle		
2	Backfold Clip, 1"	50	box		
3	Backfold Clip, 2"	50	box		
4	Backfold Clip, 3/4"	50	box		
5	Ballpen, black, 12pcs/box	5	box		
6	Ballpen, blue, 12pcs/box	5	box		
7	Bookpaper, subs. 20, A4, 5 reams/box	100	box		
8	Carbon Film, long, black	3	pack		
9	Correction Pen, big	20	piece		
10	Correction Tape, 5mm x 5m	20	piece		
11	Dishwashing Liquid, 1 liter	10	bottle		
12	Envelope, brown, A4, 100pcs/pack	1	pack		
13	Envelope, brown, long, 100pcs/pack	1	pack		
14	External Hard Drive, 1TB	2	unit		
15	Flash Drive, 16 GB	30	piece		
16	Flash Drive, 32 GB	30	piece		
17	Glue, 130g	5	piece		
18	Ink Refill, EPSON 003, Black	14	bottle		
19	Ink Refill, EPSON 003, Cyan	8	bottle		
20	Ink Refill, EPSON 003, Magenta	8	bottle		
21	Ink Refill, EPSON 003, Yellow	8	bottle		
22	Ink Refill, EPSON T6641, Black	5	bottle		
23	Ink Refill, EPSON T6642, Cyan	5	bottle		
24	Ink Refill, EPSON T6643, Magenta	5	bottle		
25	Ink Refill, EPSON T6644, Yellow	5	bottle		
	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



TIN NO.:

FERNAN S. DIAZ
Engineer III
BAC Chairperson

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.

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