



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 : **2024-04-0036**  
Revised on : Date : **04/12/2024**  
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 April 16, 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-EPIS 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 ₱ **432,979.00**

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

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Supply and Delivery of Office Supplies, Equipment, and Accessories</b>				
	<b>to be used by the Public Information Staff (PIS) in the Documentation</b>				
	<b>of MarDEO's Projects, Activities, Events, and Accomplishments</b>				
1	A3, C25 Coated Glossy Paper, 100gsm	20	ream		
2	A3, C25 Coated Glossy Paper, 130gsm	5	ream		
3	Adapter (Type C) to USB 3.0 Female	3	piece		
4	Air Freshener, 320ml (Lemon)	3	bottle		
5	Backdrop Stand, 1.5x2 meters, green screen background, with T-shape stand	1	piece		
6	Backfold Clip, 1 5/8"	3	box		
7	Backfold Clip, 2"	3	box		
8	Backfold Clip, 3/4"	3	box		
9	Ballpen, black, 12pcs/box	3	box		
10	Battery Pack for Canon Camera (LP-E17)	5	piece		
11	Bookpaper, subs. 20, A4, 5 reams/box	20	box		
12	Bookpaper, subs. 20, long, 5 reams/box	10	box		
13	Bookpaper, subs. 24, A3	20	ream		
14	Broom (Tambo)	2	piece		
15	Camera and Drone Bag, 2-in-1, heavy duty	2	piece		
16	Camera Cleaning Kit	3	set		
17	Cleaning Conditioner	3	bottle		
18	Chair, computer, gas lift, with arms	1	piece		
19	Correction Tape, 5mm x 5m	24	piece		
20	Dishwashing Liquid, 1 liter	1	bottle		
21	Dishwashing Sponge, with scouring pad	1	piece		
22	Doormat, made of cloth, square or oblong	3	piece		
23	Dual Battery Charger for GoPro 11, with 2 batteries	3	set		
24	Dust Pan, plastic, big	1	piece		
25	Envelope, brown, long, 100pcs/pack	1	pack		
	<b>SUB-TOTAL</b>				

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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OIC-Asst. District Engineer  
BAC Chairperson

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
26	External Hard Drive, 1TB	10	unit		
27	Flash Drive, 64 GB, OTG, Type C	15	piece		
28	Folder, A4	100	piece		
29	Folder, long, 14 pts.	100	piece		
30	Gimbal for GoPro Camera	1	unit		
31	Gimbal Stabilizer for DSLR Camera	1	unit		
32	Glue, 130g	3	piece		
33	LED Ring Light, 45cm, with 210cm stand, dimmable	2	piece		
34	Memory Card Reader	1	piece		
35	Multifunctional Headset with Microphone	2	unit		
36	Notepad, 3"x3"	10	pad		
37	Paper Clip, big	5	box		
38	Paper Clip, small	10	box		
39	Pencil, # 2	3	box		
40	SD Memory Card, 64 GB	5	piece		
41	Sharpener, heavy duty	1	piece		
42	Sign Pen, 0.5, black	3	box		
43	Sign Pen, 0.5, blue	3	box		
44	Soft Box Lighting Kit	2	piece		
45	Staple Wire #35	3	box		
46	Tissue Paper, 2-ply, 12pcs/pack	10	pack		
47	Tripod for DSLR Camera, heavy duty	2	piece		
48	V91 Voice Recorder	2	unit		
49	Wireless Microphone for Camera	2	unit		
50	Wireless Clip-On Microphone, Inclusion: Receiver, Transmitter (2pcs),	2	set		
x-x-x	Charging Case, Carrying Bag, Clip Magnet (2pcs), Mobile Phone				
	Adapter, Windscreen (2pcs), Camera Audio Cable and USB-C Cable				
	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.				
	<b>SUB-TOTAL</b>				
	<b>GRAND TOTAL</b>				

Brand Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_

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