



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 : 2024-01-0005
Revised on : Date : 01/19/2024
Office/End User : Planning and Design Section

Standard Form/Title REQUEST FOR QUOTATION

COMPANY NAME :

ADDRESS :

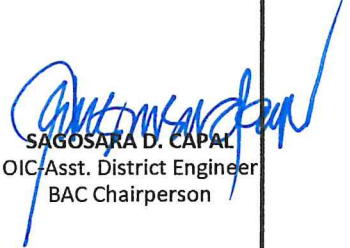
TEL. NO./FAX No. :

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 January 23, 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, 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 ₱ **946,242.00**


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, Equipment, and Other				
	Materials for use in Planning and Design Section				
1	Adapter, three-prong	8	piece		
2	Alcohol, 70%, 500ml	50	bottle		
3	Backfold Clip, 1 5/8"	30	box		
4	Backfold Clip, 1"	30	box		
5	Backfold Clip, 2"	30	box		
6	Backfold Clip, 3/4"	30	box		
7	Ballpen, black, 12pcs/box	30	box		
8	Ballpen, blue, 12pcs/box	30	box		
9	Ballpen, red, 12pcs/box	12	box		
10	Battery, AA, alkaline, 2pcs/pack	24	pack		
11	Battery, AAA, alkaline, 2pcs/pack	24	pack		
12	Bookpaper, subs. 20, A4, 5 reams/box	100	box		
13	Bookpaper, subs. 20, long, 5 reams/box	20	box		
14	Bookpaper, subs. 24, A3	25	ream		
15	Broom (Tambo)	2	piece		
16	Calculator, 12 digits	1	unit		
17	Calculator, Scientific	20	unit		
18	Carbon Film, long, black	6	pack		
19	Carbon Film, long, blue	6	pack		
20	Computer Keyboard, USB-type	10	piece		
21	Cord, assorted colors	4	pack		
22	Correction Pen, big	40	piece		
23	Correction Tape, 5mm x 5m	40	piece		
24	Cutter, heavy duty, with replacement blade	4	piece		
25	Doormat, made of cloth, square or oblong	4	piece		
	SUB-TOTAL				

Brand Model : _____
Delivery Period : _____

Warranty : _____
Price Validity : _____

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Printed Name / Signature / Date

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
26	Dust Pan, plastic, big	2	piece		
27	Dust Pan, with broom	2	piece		
28	Engineer's Field Book	150	piece		
29	Envelope, brown, long, 100pcs/pack	2	pack		
30	Envelope, expanded, long (assorted colors)	200	piece		
31	Envelope, expanded, mini (assorted colors)	50	piece		
32	Envelope, mailing, long, white, 500pcs/box	1	box		
33	Eraser, rubber, big	2	piece		
34	Extension Wire, 10 meters	15	piece		
35	Extension Wire with Cable Reel, 30 meters	5	set		
36	Extension Wire, 5 meters	15	piece		
37	External Hard Drive, 1TB	15	unit		
38	Fastener, plastic	40	box		
39	Flash Drive, 16 GB, OTG	36	piece		
40	Flash Drive, 32 GB, OTG, Type C	36	piece		
41	Folder, long, 14 pts.	4	pack		
42	Glue, 130g	20	piece		
43	Hand Held Tally Counter Clicker	10	piece		
44	Hard Shell Writing Board Clip, long size	20	piece		
45	Index Tab, 25pcs/pack	10	pack		
46	Ink Refill, EPSON 003, Black	20	bottle		
47	Ink Refill, EPSON 003, Cyan	10	bottle		
48	Ink Refill, EPSON 003, Magenta	10	bottle		
49	Ink Refill, EPSON 003, Yellow	10	bottle		
50	Ink Refill, EPSON T6641, Black	10	bottle		
51	Ink Refill, EPSON T6642, Cyan	5	bottle		
52	Ink Refill, EPSON T6643, Magenta	5	bottle		
53	Ink Refill, EPSON T6644, Yellow	5	bottle		
54	Ink, for Technical Pen	4	bottle		
55	Marker, fluorescent, assorted colors	10	piece		
	SUB-TOTAL				

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56	Marker, for white board, black	18	piece		
57	Marker, permanent, black	10	piece		
58	Mouse Pad	20	piece		
59	Note Pad, 3"x4", 4 small pads/pack	24	pack		
60	Note Pad, 3"x4", 5 pads/pack (lengthwise)	24	pack		
61	Notepad, 3"x2"	24	pad		
62	Notepad, 3"x3"	24	pad		
63	Optical Mouse, USB connection type	24	piece		
64	Paper Clip, big	24	box		
65	Paper Clip, small	24	box		
66	Paper Cover, A4 (red, yellow, blue, green)	4	pack		
67	Paper Cover, long (red, yellow, blue, green)	4	pack		
68	Paper Cutter, wood, A3 size	1	piece		
69	Pencil, # 2	30	box		
70	Pencil, HB	1	box		
71	Photo Paper, glossy, 20 sheets/pack	24	pack		
72	Portable Sound System	1	unit		
73	Power Tape Measure, 10m	24	piece		
74	Puncher, heavy duty	1	piece		
75	Push Pin, 50pcs/case	1	case		
76	PVC Cover, A4, clear	2	pack		
77	Rag, cotton, 7" in diameter	1	kilo		
78	Record Book, 150pp. (ordinary)	10	piece		
79	Record Book, 300pp. (ordinary)	10	piece		
80	Ring Binder, plastic, 1"	20	piece		
81	Ring Binder, plastic, 1/2"	20	piece		
82	Ring Binder, plastic, 1/4"	20	piece		
83	Ring Binder, plastic, 2"	20	piece		
84	Ring Binder, plastic, 3/4"	20	piece		
85	Ruler, stainless, 12"	2	piece		
	SUB-TOTAL				

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86	Scented Gel, 180g	20	piece		
87	Scissors, big	4	piece		
88	Sign Pen, 0.3, black	20	box		
89	Sign Pen, 0.3, blue	20	box		
90	Sign Pen, 0.5, black	20	box		
91	Sign Pen, 0.5, blue	20	box		
92	Sign Pen, 0.5, red	10	box		
93	Sign Pen, 0.7, black	20	box		
94	Sign Pen, 0.7, blue	20	box		
95	Solid State Drive, 1TB, for Desktop	5	unit		
96	Solid State Drive, 1TB, for Laptop	5	unit		
97	Spin Mop with Rinsing Bucket and Replacement Head	2	set		
98	Stamp Pad Ink, black	2	piece		
99	Stamp Pad Ink, blue	2	piece		
100	Staple Wire #13, for Stapler No. 0390	10	box		
101	Staple Wire #24, for Stapler No. DL5231	10	box		
102	Staple Wire #35	30	box		
103	Tape, double adhesive, 1"	24	roll		
104	Tape, duct, 2"	8	roll		
105	Tape, transparent, 1"	24	roll		
106	Tape Measure, 50 meters, fiberglass blade	10	piece		
107	Technical Pen, 0.1	2	piece		
108	Technical Pen, 0.2	2	piece		
109	Technical Pen, 0.3	2	piece		
110	Technical Pen, 0.5	2	piece		
111	Technical Pen, 0.7	2	piece		
112	Tissue Paper, 2-ply, 12pcs/pack	100	pack		
113	Toilet Brush with Handle	2	piece		
114	Trash Bag, large, 100pcs/pack	3	pack		
115	Trash Bin with Pedal, medium	2	piece		
116	USB Hub, 4 ports	8	piece		
117	Vellum Board, A4, 220gsm, 10pcs/pack	10	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				

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