

Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS **SIQUIJOR DISTRICT ENGINEERING OFFICE** Larena, Siquijor, Region VII

Appendix 61

Fund Cluster: 01

PURCHASE REQUEST

Entity Name: DPWH-Siquijor District Engineering Office

		signifor District Engineering Office		cular No. 2015-07 S 2	015		
Office/Section: P.R. No. <u>2024-11- 05</u>			Date: November 27, 2024				
<u>Maintenan</u>	ce Section	Responsibility Center Code: <u>18-001-18-00123</u>					
STOCK/ PROPERTY NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL		
Office Suppl	ies and Dev	rices					
0399	unit	UPS 3000VA	10		-		
0197	bot.	Air Freshener Spray (Lemon) 320ml.	100		-		
0198	can	Air Freshener Car Freshener (Lemon Fresh)	300		-		
0384	roll	TAPE Double Sided width: 1/2"	100		-		
0209	pc.	Battery AA	40		-		
0210	pc.	Battery AAA	40		-		
0200	bot	Rubing Alcohol 70%, scented (500ml)	100		-		
0263	pc.	Folder, Fancy, for legal size documents 50pcs/pack	500		-		
0229	box	Colour Pencil (12 colors)	10		-		
0579	roll	Marker Pen, For Whiteboard, Black	20		-		
0580	pc.	Marker Pen, For Whiteboard, Blue	20		-		
0241	pc.	Diswashing paste, lemon, 400g (smart)	50		-		
0392	bot.	Toilet Bowl Cleaner	35		-		
0323	bot.	Muriatic Acid 1L	30		-		
0320	pc.	Мор	5		-		
0374	pc.	Stapler Remover	10		-		
0214	box	Binder Clips, (50mm) 2"	20		-		
0347	book	Record Book (500 pages) big	16		-		
0375	pcs.	Stapler with remover #35	10		-		
0216	ream	PAPER, COPY, 70gsm size: 210mm x 297mm (A4)	150		-		
0215	ream	A3 Bond Paper	100		-		
х-х-х-х-х		5		TOTAL	-		
		Approved Budget for the Contract - P 499,660.00					
		CHARGE TO: MNRB FY2024					
Purpose: Fo	r use in th	<u>e Maintenance Section.</u>					
Cianatura	Requested	DV:/	A	pproved by:			
Signature:	GEMMA G			VUSODU D	CUMAN		
Printed Name: Designation:				YUSOPH D. RA			
	tion: Engineer III District Engineer Chief, Maintenance Section						



Name of Procuring Entity: DPWH - Siguijor

Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS SIQUIJOR DISTRICT ENGINEERING OFFICE

Larena, Siguijor, Region VII

RFQ No.: 2024-052-NOV Request for Quotation: P.R. No. 2024-11-057 Date: November 28, 2024

Standard Form/Title: REQUEST FOR QUOTATION **COMPANY NAME:**

Office/End User: Maintenance Section

ADDRESS:

Revised on:

CELL NO./TEL NO. /FAX NO.:

Please guote 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 A.M. of December 6, 2024 in the return envelope attached herewith, to the Goods & Services DPWH-Siguijor District Engineering Office, Larena, Siguijor.

TERMS and CONDITIONS:

- 1. All entries must be typewritten or legibly written.
- 2. Delivery period within <u>15 C.D.</u> upon receipt of the approved funded Purchase Order (P.O.). Administrative Penalties Pursuant to Sec. 69 of the Revised IRR of R.A.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 year for Equipment; 3 years IT equipment from date of acceptance by the end-user.
- 4. Price validity shall be for a period of sixty (60) calendar days.
- 5. G-EPS Registration Certificate/Mayor's Permit/DTI/Supplier's Confidential Application for Registration shall be attached upon submission of the quotation.
- 6. Bidders shall submit original brochures of the product, if applicable.
- 7. Please indicate the brand for each items being offered, if applicable.
- 8. The approved budget ceiling for this procurement is Php 499,660.00

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	UPS 3000VA	10	unit		
2	Air Freshener Spray (Lemon) 320ml.	100	bot.		
3	Air Freshener Car Freshener (Lemon Fresh)	300	can		
4	TAPE Double Sided width: 1/2"	100	roll		
5	Battery AA	40	pc.		
6	Battery AAA	40	pc.		
7	Rubing Alcohol 70%, scented (500ml)	100	bot		
8	Folder, Fancy, for legal size documents 50pcs/pack	500	pc.		
9	Colour Pencil (12 colors)	10	box		
10	Marker Pen, For Whiteboard, Black	20	roll		
	The awarding for this RFQ will be on a lump-sum basis Prospective Suppliers must quote for all of the items. Otherwise they will be subjected for disqualification				

Purpose: For use in the Maintenance Section.

Brand and 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 black, it means that I concur with the Terms and Conditions specified by DPWH.

Telephone No.: 035-542-5760 Email Address: Dpwh_siq2015@yahoo.com

> Printed Name / Signature / Date Tel. No./Cellphone No./Email Address



BAC Chairperson, BAC for Goods

TIN:



Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS **SIQUIJOR DISTRICT ENGINEERING OFFICE**

Larena, Siquijor, Region VII

	of Procuring Entity: DPWH - Siquijor		RFQ No.: 2024-052-NOV Request for Quotation: P.R. No. 2024-11-057				
Revised on:					ember 28,	1	
Standard Form/Title: REQUEST COMPANY NAME:	FOR QUOTATION	Office	/End User:	Maintei	nance Se	ction	
ADDRESS:							
CELL NO./TEL NO. /FAX NO.			T.	IN:			
 below and submit your quota <u>December 6, 2024</u> in the return District Engineering Office, Lare TERMS and CONDITIONS: All entries must be typewritte Delivery period within <u>15 C.D.</u> Purchase Order (P.O.). Administ Revised IRR of R.A.9184 shall be Warranty shall be for a minimum One year for Equipment; 3 year end-user. Price validity shall be for a period G-EPS Registration Certificate/M Application for Registration shall Bidders shall submit original bro Please indicate the brand for eace 	 All entries must be typewritten or legibly written. Delivery period within <u>15 C.D.</u> upon receipt of the approved funded Purchase Order (P.O.). Administrative Penalties Pursuant to Sec. 69 of the Revised IRR of R.A.9184 shall be imposed for non-delivery without valid; reason. Warranty shall be for a minimum of three (3) months for supplies & materials One year for Equipment; 3 years IT equipment from date of acceptance by the end-user. Price validity shall be for a period of sixty (60) calendar days. G-EPS Registration Certificate/Mayor's Permit/DTI/Supplier's Confidential Application for Registration shall be attached upon submission of the quotation. Bidders shall submit original brochures of the product, if applicable. Please indicate the brand for each items being offered, if applicable. 			M. of quijor AER			
Item No. ITE	MS & DESCRIPTION		QTY	UNIT	UNIT PRICE	TOTA	
11 Marker Pen, For Whitebo	ard, Blue		20	pc.			
12 Diswashing paste, lemon			50	pc.			
13 Toilet Bowl Cleaner			35	bot.			
14 Muriatic Acid 1L			30	bot.			
15 Mop			5	pc.			
16 Stapler Remover			10	pc.			
17 Binder Clips, (50mm) 2"			20	box			
18 Record Book (500 pages)) big		16	book			
19 Stapler with remover #3			10	pcs.			
20 PAPER, COPY, 70gsm siz)	150	ream			
21 A3 Bond Paper			100	ream			
The awarding for this RF Prospective Suppliers m Otherwise they will be s	ust quote for all of the it	ems.					
Purpose: For use in the Mainter	ance Section.						

Brand and 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 black, it means that I concur with the Terms and Conditions specified by DPWH.

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> Printed Name / Signature / Date Tel. No./Cellphone No./Email Address