



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**SAMAR 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE NO. VIII  
CATBALOGAN CITY, SAMAR



**RFQ-013-2024 – Supply and Delivery of Reproduction Materials and Copier Spare Parts w/ Free Maintenance and Installation.**  
**Consumable and Spare Parts of the Photocopier in the District of the 3<sup>rd</sup> Quarter of DPWH, Samar 2<sup>nd</sup> District Engineering Office, Catbalogan City, Samar**

Name of Procuring Entity : **DPWH - Samar 2<sup>nd</sup> District Engineering Office** Request for Quotation (P.R. No.) : 2024 -06-030

Revised on : Date : June 28, 2024

Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : **Administrative Section**

**COMPANY NAME :**

**ADDRESS :**

**TEL. NO./FAX NO. :**

**TIN :**

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 A.M. of **July 5, 2024** in the return envelope attached herewith, to the Procurement Unit/BAC Office, **DPWH, Samar 2<sup>nd</sup> District Engineering Office, Catbalogan City, Samar.**

**TERMS AND CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within 7 days 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 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 shall be attached upon submission of the quotation, Income/Business Tax Return and Omnibus Sworn Statement.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each item being offered.
8. The approved budget ceiling for this procurement is **₱ 924,080.00**
9. Supplier must have no pending Delivery in the District and other district offices.
10. Supplier must have a business establishment the locality to ensure that the concern of the procuring office can be address immediately
11. Supplier must have a permanent business establishment within Region 8.
12. Supplier must have an available technician to replace and install or defective Spare Parts for free.
13. Suppliers are willing to conduct weekly or monthly free maintenance for copier and/ or in case time arises.
14. Installation of Developer Drum Assy including troubleshooting and clearing of C2560 & C2271 after installation.
15. Bidders must have a Service Center and a Technical Personnel having a appropriate training Certification/ Accreditation to undertake the Installation/Repair/ Maintenance Requirement of this Procurement Project.
16. Supplier must have manufacturer certificate for authenticity of product.

**NORBERTO T. GERENTE, ASEAN ENG**  
OIC – Assistant District Engineer  
Chairman, BAC

Item No.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Drum Cartridge C3070/2271	1	set		
2	IBT Belt Assy C2271	1	cart		
3	Developer Assy CMYK C2271	1	cart		
4	KIT IBT Cleaner 2271	1	cart		
5	Developer Assy CMYK C2560	1	cart		
6	IBT Belt Assy C2560	1	cart		
7	Drum Cartridge C2560	1	set		
8	Waste Toner Container C2560	4	cart		
9	KIT IBT Cleaner c2560	1	cart		
10	Toner Black C2560	2	cart		
11	Toner Cyan C2560	2	cart		
12	Toner Magenta C2560	2	cart		
13	Toner Yellow C2560	2	cart		
14	Waste Toner Cart C3070	1	cart		
15	Toner Black AP C3070	1	cart		
16	Digital Colored Multi-Function Copier, Printer & Scanner	1	unit		
X-X-X-X-X-X	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				

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 noted 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.*

Cel. No. 09279181289  
c/o IRVING L. HILVANO  
email: hilvanoirving80@gmail.com

\_\_\_\_\_  
Printed Name / Signature / Date

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

Website: [www.dpwh.gov.ph](http://www.dpwh.gov.ph)  
Tel.No(s): (055)543-9123

