



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-039-2024 – Supply and Delivery of Reproduction Materials and Copier Spare Parts with Free Maintenance and Installation. Consumable and Spare Parts of the Photocopier immediate use in Planning and Design Section, DPWH Samar 2<sup>nd</sup> DEO, Catbalogan City, Samar**

Name of Procuring Entity : **DPWH - Samar 2<sup>nd</sup> District Engineering Office** Request for Quotation (P.R. No.) : **2024-12-083**  
Revised on : Date : **December 20, 2024**  
Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : **Planning 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 9:00 A.M. of **December 26, 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 15 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. PHILGEPS 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 **P 246,850.00**
9. Supplier must have NO PENDING DELIVERY on any item in the district and other district Offices.
10. Supplier must have a permanent business establishment within Region 8
11. Supplier must have an available technician to replace and install or defective Spare Parts for free
12. Supplier are willing to conduct weekly or monthly free maintenance for copier and/or in case time arises
13. Supplier must have a business establishment the locality to ensure that the concern of the procuring Office can be address immediately.
14. Supplier must have manufacturer certificate for authenticity of Product.

  
**JOELITO A. CASTILLO**  
Chief, Maintenance Section  
Chairman, BAC

Item No.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	IBT Belt Assy. FUJI C2271	2	SET		
2	Fusing Unit FUJI C2271	2	UNIT		
3	EPSON 001 ink Black	10	CART		
4	EPSON 001 ink Cyan	10	CART		
5	EPSON 001 ink Magenta	10	CART		
6	EPSON 001 ink Yellow	10	CART		
7	EPSON 008 Black ink	10	CART		
8	EPSON 008 Yellow ink	10	CART		
9	EPSON 008 Magenta ink	10	CART		
10	EPSON 008 Cyan ink	10	CART		
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