



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**LAGUNA 2ND DISTRICT ENGINEERING OFFICE**  
Los Baños, Laguna, Region IV-A



|                                                      |                              |                                                      |
|------------------------------------------------------|------------------------------|------------------------------------------------------|
| Name of Procuring Entity: <b>DPWH-LAGUNA 2ND DEO</b> |                              | Request for Quotation (PR No. ) : <b>2024-10-088</b> |
| Revised on:                                          |                              | Date: <b>October 21, 2024</b>                        |
| Standard Form/Title:                                 | <b>REQUEST FOR QUOTATION</b> |                                                      |
|                                                      |                              | Office/End-user: <b>Administrative Section</b>       |
| 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 November 5, 2024** in the return envelope attached herewith.

**TERMS AND CONDITIONS:**

- 1 All entries must be typewritten or legibly written.
- 2 Delivery period within **thirty (30)** calendar days upon receipt of the approved funded Purchase Order (P.O.) Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall imposed for non-delivery without valid reason.
- 3 Warranty shall be for a minimum of three (3) months for supplies and materials; one (1) year for Equipment; three (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/Tax Clearance/DTI/SEC** shall be attached upon submission of the quotation.
- 6 Bidders shall submit original brochures of the product.
- 7 Indicate the brand for each items being offered.
- 8 RFQ can be submitted in person or thru registered mails, facsimile or authorized email.
- 9 The approved budget ceiling for this procurement is **P 992,250.00**

  
**DWIGHT JOHN B. ASTOM**  
BAC Chairperson

| ITEM NO.         | DESCRIPTION      | QTY. | UNIT  | UNIT PRICE   | TOTAL PRICE |
|------------------|------------------|------|-------|--------------|-------------|
| 1384             | NPG-67 (Black)   | 15   | toner |              |             |
| 1385             | NPG-67 (Cyan)    | 10   | toner |              |             |
| 1386             | NPG-67 (Magenta) | 10   | toner |              |             |
| 1387             | NPG-67 (Yellow)  | 10   | toner |              |             |
| AMOUNT IN WORDS: |                  |      |       | Total Amount |             |

|          |                                                                                                                                                                                                  |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose: | <b>Furnishing and Delivery of IT Supplies for Canon C3830i copying/printer machine (4th Quarter) to be used at DPWH Laguna 2nd District Engineering Office, Brgy. Bambang, Los Baños, Laguna</b> |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                  |                 |
|------------------|-----------------|
| 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.

Tel No & Telefax No. : (049) 557 2315

Printed Name/ Signature/ Date

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



Website: [www.dpwh.gov.ph](http://www.dpwh.gov.ph)  
Tel. No(s).: (049) 557 2315

