



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

Appendix 61

PURCHASE REQUEST

Entity Name: **DPWH-Siquijor District Engineering Office**

Fund Cluster: **01**

COA Circular No. 2015-07 S 2015

Office/Section: <u>Procurement and Cashier Unit</u>		P.R. No. <u>2024-12-062</u> Responsibility Center Code: <u>18-001-18-00123</u>		Date: <u>December 3, 2024</u>	
STOCK/ PROPERTY NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL
Furniture Parts and Accessories					
Cash Unit:					
Fabric Color: wood look n. white					
0770	unit	175cmx216cm(HxW)	1		-
Procurement Unit:					
0771	unit	175cmx176cm(HxW)	2		-
0772	unit	175cmx179cm(HxW)	8		-
X-X-X-X-X				TOTAL	-
Approved Budget for the Contract - P 201,240.00					
CHARGE TO: EAO FY2024 (ODE)					
Purpose: For use in the Procurement and Cash Unit.					
Requested by: Signature: <u>Elizabeth A. Tabanao</u> Printed Name: ELIZABETH A. TABANAO Designation: Administrative Officer III - R.O. II Acting Chief, Administrative Section			Approved by: YUSOPH D. RASUMAN District Engineer		



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Name of Procuring Entity: DPWH - Siquijor
Revised on:

RFQ No.: 2024-057-DEC
Request for Quotation: P.R. No. 2024-12-062
Date: December 4, 2024

Standard Form/Title: **REQUEST FOR QUOTATION** Office/End User: **Procurement and Cashier Unit**
COMPANY NAME:

ADDRESS:


CELL NO./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 December 11, 2024 in the return envelope attached herewith, to the Goods & Services DPWH-Siquijor District Engineering Office, Larena, Siquijor.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 15 C.D. 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 201,240.00


RAKIL-ALI S. RAKI-IN, AER
Asst. District Engineer
BAC Chairperson, BAC for Goods

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Cash Unit:				
	Fabric Color: wood look n. white				
1	175cmx216cm(HxW)	1	unit		
	Procurement Unit:				
2	175cmx176cm(HxW)	2	unit		
3	175cmx179cm(HxW)	8	unit		
X-X-X	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 Procurement and Cash Unit.

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