



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>QUALITY ASSURANCE</u> <u>SECTION AND</u> <u>PROCUREMENT UNIT,</u>		P.R. No. <u>2024-12-063</u> Responsibility Center Code: <u>18-001-18-00123</u>		Date: <u>DEC. 03, 2024</u>	
STOCK/ PROPERTY NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL
I.T. Parts Accessories and Perip.					
0695	unit	Photo Conductor Unit: Black (Part No. DOBK2240)	2		-
0696	unit	Photo Conductor Unit: Cyan (Part No. DOBK2241)	2		-
0697	unit	Photo Conductor Unit: Magenta (Part No. DOBK2242)	2		-
0698	unit	Photo Conductor Unit: Yellow (Part No. DOBK2243)	2		-
0763	unit	Flat Belt Transfer (Part No. DOE36097)	1		-
0764	unit	Cleaning Unit: Belt Assy. (Part No. DOBQ6141)	1		-
0284	bot.	Gestetner/Ricoh Toner (IM C2000) CYAN	5		-
0287	bot.	Gestetner/Ricoh Toner (IM C2000) MAGENTA	3		-
0290	bot.	Gestetner/Ricoh Toner (IM C2000) YELLOW	3		-
0281	bot.	Gestetner/Ricoh Toner (IM C2000) BLACK	3		-
X-X-X-X-X				TOTAL	-
X-X-X-X-X					
		Approved Budget for the Contract - P 349,438.88			
		CHARGE TO: EAO FY2024 (QAS) - P 235,850.16			
		CHARGE TO: EAO FY2024 (ODE) - P 113,588.72			
Purpose: For use in the replacement of damage part of printer/scanner/copier of Gestetner Machine and consumables.					
Requested by:			Approved by:		
Signature:					
Printed Name:	ELIZABETH A. TABANAO		YUSOPH D. RASUMAN		
Designation:	Administrative Officer III - R.O. II Acting Chief, Administrative Section		District Engineer		



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RFQ No.: 2024-058-DEC

Name of Procuring Entity: DPWH - Siquijor

Request for Quotation: P.R. No. 2024-12-063

Revised on:

Date: December 4, 2024

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

Office/End User: **Quality Assurance Section
and Procurement 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 349,438.88

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

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Photo Conductor Unit: Black (Part No. DOBK2240)	2	unit		
2	Photo Conductor Unit: Cyan (Part No. DOBK2241)	2	unit		
3	Photo Conductor Unit: Magenta (Part No. DOBK2242)	2	unit		
4	Photo Conductor Unit: Yellow (Part No. DOBK2243)	2	unit		
5	Flat Belt Transfer (Part No. DOE36097)	1	unit		
6	Cleaning Unit: Belt Assy. (Part No. DOBQ6141)	1	unit		
7	Gestetner/Ricoh Toner (IM C2000) CYAN	5	bot.		
8	Gestetner/Ricoh Toner (IM C2000) MAGENTA	3	bot.		
9	Gestetner/Ricoh Toner (IM C2000) YELLOW	3	bot.		
10	Gestetner/Ricoh Toner (IM C2000) BLACK	3	bot.		
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 replacement of damage part of printer/scanner/copier of Gestetner Machine and consumables.					

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.

Telephone No.: 035-542-5760

Email Address: Dpwh_siq2015@yahoo.com

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