



## PURCHASE REQUEST

COA Circular No. 2015-07 S 2015

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

Name of Procuring Entity: DPWH - Siquijor  
Revised on:

RFQ No.: 2024-048-NOV  
Request for Quotation: P.R. No. 2024-11-049  
Date: November 22, 2024

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

Office/End User: **Maintenance Section**

**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 2, 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 287,113.28

FOR & IN THE ABSENCE  
OF THE BAC CHAIRMAN:

**ERMIE P. GONGOB**  
Engineer III/Chief, Const. Section  
BAC Vice-Chairperson, BAC for Goods

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Photo Conductor Unit : Black	1	unit		
2	Photo Conductor Unit : Cyan	1	unit		
3	Photo Conductor Unit : Magenta	1	unit		
4	Photo Conductor Unit : Yellow	1	unit		
5	UPS 3000VA	10	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 replacement of damage part of printer/scanner/copier of Gestetner Machine.

**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