



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



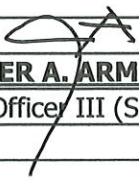

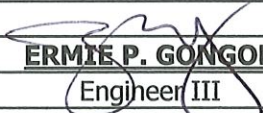

PURCHASE REQUEST

Appendix G-6

COA Circular No. 2001-04, S. 200

REQUISITIONING OFFICE: **Maintenance Section**

P.R. No. **2024-06-020** Date: _____
SAI No. _____ Date: _____
ALOPS No. _____ Date: _____

ITEM NO.	UNIT	ITEM/DESCRIPTION	QTY.	ESTIMATED UNIT COST	ESTIMATED TOTAL
16	pc.	Sign Pen (0.3) (blue)	100		
17	pc.	Sign Pen (0.4) black	200		
18	pc.	Sign Pen (0.4) blue	100		
19	pc.	Sign Pen (0.5) (black)	200		
20	pc.	Sign Pen (0.5) (blue)	100		
21	pc.	MARKER, PERMANENT, black, broad	10		
22	roll	TAPE, Duct tape width 51mm	10		
23	pc.	Calculator 12 Digits Two Way Power	2		
24	bot	Glue, big	5		
25	box	Binder Clips, (25mm) 1"	5		
26	box	Binder Clips, (32mm) 1 1/2"	5		
27	box	Binder Clips, (50mm) 2"	5		
28	pcs.	Envelope, Expanding, Kraftboard Long	300		
29	pad	Time Book & Payroll G.F. No. 7 (A)	50		
30	bot.	Epson 003 Ink Bottle (black) 65ml	50		
				SUB-TOTAL	
		Approved Budget for the Contract - P 850,130.00	NOTE: This is to certify that the items are		
		CHARGE TO: MNRB	included in the approved updating		
			APP of CY - 2024.		
					
		JUNIFER A. ARMIROLA	ELSA C. JUMADLA		
		Administrative Officer III (Supply Officer II)	Engineer III		
			Head, Procurement Staff		
		OK AS TO REASONABLENESS OF PRICE:	OK AS TO FUNDS:		
					
		ERMIE P. GONGOB	ARCELI M. CATIPAY		
		Engineer III	Accountant III		
		Head, Price Monitoring			

Purpose: **For use in the Maintenance Section.**

Requested by:

Approved by:

Signature:

Printed Name: **GEMMA G. CALIBO**

Designation: **Engineer III**

Chief, Maintenance Section

YUSOPH D. RASUMAN

District Engineer



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SIQUIJOR DISTRICT ENGINEERING OFFICE
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SAI No. _____ Date: _____
ALOB No. _____ Date: _____

ITEM NO.	UNIT	ITEM/DESCRIPTION	QTY.	ESTIMATED UNIT COST	ESTIMATED TOTAL
31	bot.	Epson 003 Ink Bottle (cyan) 65ml	30		-
32	bot.	Epson 003 Ink Bottle (magenta) 65ml	30		-
33	bot.	Epson 003 Ink Bottle (yellow) 65ml	30		-
34	pc.	Highlighter, orange	10		-
35	pc.	Highlighter, yellow	10		-
36	pc.	Highlighter, green	10		-
37	bot.	Air Freshener Spray (Lemon) 320ml.	80		-
38	bot.	Spray Triple Action (300ml) (Natural Citrus Extracts from Oranges)	80		-
39	can	Air Freshener Car Freshener (Lemon Fresh)	150		-
40	roll	TAPE Double Sided width: 1"	15		-
41	roll	TAPE Double Sided width: 1/2"	30		-
42	roll	Tape, Packaging, width: 2"	10		-
43	roll	TAPE, Masking, width: (24mm) 1"	10		-
44	roll	TAPE, Masking, width: (48mm) 2"	10		-
45	roll	Tape, Transparent, width: 1"	15		-
				SUB-TOTAL	-

Approved Budget for the Contract - **P 850,130.00**

CHARGE TO: **MNRB**

NOTE: This is to certify that the items are included in the approved updating APP of CY - 2024.

JUNIFER A. ARMIROLA

Administrative Officer III (Supply Officer II)

ELSA C. JUMADLA

Engineer III
Head, Procurement Staff

OK AS TO REASONABLENESS OF PRICE:

OK AS TO FUNDS:

ERMIE P. GONGB

Engineer III
Head, Price Monitoring

ARCELI M. CATIPAY

Accountant III

Purpose: **For use in the Maintenance Section.**

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Signature:

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District Engineer



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REQUISITIONING OFFICE: **Maintenance Section**

P.R. No. **2024-06-020**


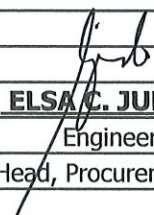
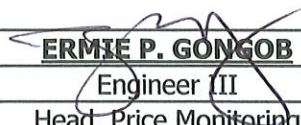

Date: _____

SAI No. _____

Date: _____

ALOBS No. _____

Date: _____

ITEM NO.	UNIT	ITEM/DESCRIPTION	QTY.	ESTIMATED UNIT COST	ESTIMATED TOTAL
46	roll	Tape, Transparent, width: 2"	15		
47	box	PAPER Clip, big 50mm	15		
48	book	Record Book (300 pages) big	10		
49	book	Record Book (150 pages)	10		
50	box	Heavy Duty Staple Wire 23/6-23/13	5		
51	pcs.	Filer 4" thick, Long w/DPWH Logo	20		
52	pcs.	Archfile A4 3" thick, Sideclip	20		
53	pcs.	Steel Tape 3m	7		
54	pcs.	Steel Tape 8m	7		
55	unit	Manual Vernier Caliper 0-15mm Carbon Stell	2		
56	bot.	Gestetner Toner (MP C2503S) CYAN	4		
57	bot.	Gestetner Toner (MP C2503S) MAGENTA	5		
58	bot.	Gestetner Toner (MP C2503S) YELLOW	3		
59	bot.	Gestetner Toner (IM C2500) BLACK	5		
60	bot.	Canon GI-790 Ink Bottle (black) 135ml	5		
				SUB-TOTAL	
		Approved Budget for the Contract - P 850,130.00	NOTE: This is to certify that the items are included in the approved updating APP of CY - 2024.		
		CHARGE TO: MNRB			
		 JUNIFER A. ARMIROLA Administrative Officer III (Supply Officer II)		 ELSA C. JUMADLA Engineer III Head, Procurement Staff	
		OK AS TO REASONABLENESS OF PRICE:		OK AS TO FUNDS:	
		 ERNIE P. GONJOB Engineer III Head, Price Monitoring		 ARCELI M. CATIPAY Accountant III	

Purpose: **For use in the Maintenance Section.**

Requested by:

Approved by:

Signature:

Printed Name:

GEMMA G. CALIBO

Designation:

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Chief, Maintenance Section

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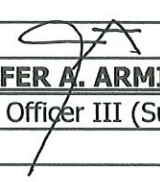
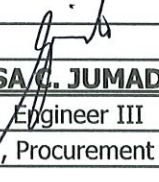
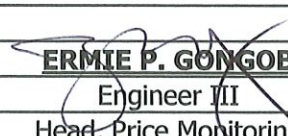
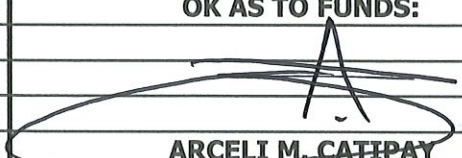
Date: _____

SAI No. _____

Date: _____

ALOBS No. _____

Date: _____

ITEM NO.	UNIT	ITEM/DESCRIPTION	QTY.	ESTIMATED UNIT COST	ESTIMATED TOTAL
61	bot.	Canon GI-790 Ink Bottle (cyan) 70ml	5		-
62	bot.	Canon GI-790 Ink Bottle (magenta) 70ml	5		-
63	bot.	Canon GI-790 Ink Bottle (yellow) 70ml	5		-
64	roll	Trash Bag Black (Medium)	200		-
65	roll	Trash Bag Black (Large)	75		-
66	pc.	Puncher, heavy duty Big	2		-
67	pack.	Injet Photo Paper A4 (20 sheets)	5		-
68	pc.	Battery AA	40		-
69	pc.	Battery AAA	40		-
70	unit	FLASH DRIVE, 8 GB cap	15		-
71	unit	FLASH DRIVE, 16 GB cap	10		-
72	unit	FLASH DRIVE, 64 GB cap	6		-
73	unit	Four Port USB 3.0 Hub	7		-
74	unit	JOY, Long Arm Stapler	5		-
75	ream	PAPER, COPY, 70gsm size: 216mmx330mm (Legal)	40		-
76	pack	81. JOY, Sign Here Sticky Notes	25		-
77	pack	82. Paper Binding Cover, legal, 230g 100shts (mango yelow)	5		-
X-X-X-X				SUB-TOTAL	-
				GRAND TOTAL	-
		Approved Budget for the Contract - P 850,130.00	NOTE: This is to certify that the items are included in the approved updating APP of CY - 2024.		
		CHARGE TO: MNRB			
		 JUNIFER A. ARMIROLA Administrative Officer III (Supply Officer II)		 ELSA C. JUMADLA Engineer III Head, Procurement Staff	
		OK AS TO REASONABLENESS OF PRICE:		OK AS TO FUNDS:	
		 ERMIE P. GONGOB Engineer III Head, Price Monitoring		 ARCELI M. CATIPAY Accountant III	

Purpose: **For use in the Maintenance Section.**

Requested by:

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Signature:

Printed Name: **GEMMA G. CALIBO**

Designation: **Engineer III**

Chief, Maintenance Section

YUSOPH D. RASUMAN

District Engineer



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.: 2024-020-JUNE
Request for Quotation: P.R. No. 2024-06-020
Date: June 21, 2024

Standard Form/Title: **REQUEST FOR QUOTATION** Office/End User: **Planning and Design Section**
COMPANY NAME:

ADDRESS:

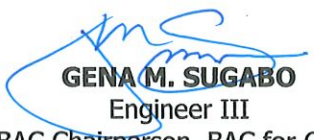
CELL NO./TEL NO. /FAX NO.:

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 June 28, 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 850,130.00


GENA M. SUGABO
Engineer III
BAC Chairperson, BAC for Goods

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	PAPER, COPY, 70gsm size: 210mm x 297mm (A4)	350	ream		
2	A3 Bond Paper	150	ream		
3	Carbon Paper Long Black (Plastofoil)	2	box		
4	Envelope for legal size documents	250	pc.		
5	Rubbing Alcohol 70%, scented (500ml)	130	bot		
6	Folder, Fancy, for legal size documents 50pcs/pack	1000	pc.		
7	Staple Wire, Standard, No. 35	50	box		
8	FASTENER Plastic Coated, (2-3/4")	20	box		
9	CORRECTION TAPE Roller type (6m)	150	pc.		
10	Stapler with remover #35	5	pcs.		
11	Expandable Folder Long	500	pc.		
12	Ball Pen, Black	250	pc.		
13	Ball Pen, Blue	250	pc.		
14	PENCIL, lead w/ eraser, wood cased HB	24	pc.		
15	Sign Pen (0.3) (black)	200	pc.		
	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 DE's Quarter & Planning and Design Section.

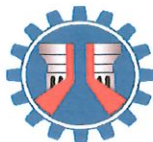
Brand and Model: _____
Delivery Period : _____

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.

Telefax-035-377-2039
Email Address: Dpwh_siq2015@yahoo.com

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



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



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RFQ No.: 2024-020-JUNE
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COMPANY NAME:

ADDRESS:

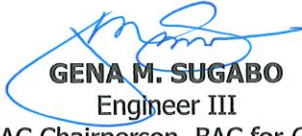
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18	Sign Pen (0.4) blue	100	pc.		
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21	MARKER, PERMANENT, black, broad	10	pc.		
22	TAPE, Duct tape width 51mm	10	roll		
23	Calculator 12 Digits Two Way Power	2	pc.		
24	Glue, big	5	bot		
25	Binder Clips, (25mm) 1"	5	box		
26	Binder Clips, (32mm) 1 1/2"	5	box		
27	Binder Clips, (50mm) 2"	5	box		
28	Envelope, Expanding, Kraftboard Long	300	pcs.		
29	Time Book & Payroll G.F. No. 7 (A)	50	pad		
30	Epson 003 Ink Bottle (black) 65ml	50	bot.		
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Purpose: For use in DE's Quarter & Planning and Design Section.

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 blank, it means that I concur with the Terms and Conditions specified by DPWH.

Telefax-035-377-2039

Email Address: Dpwh_siq2015@yahoo.com

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



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DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SIQUIJOR DISTRICT ENGINEERING OFFICE
Larena, Siquijor, Region VII



Name of Procuring Entity: DPWH - Siquijor
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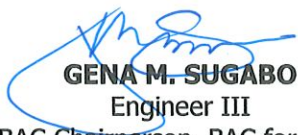
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37	Air Freshener Spray (Lemon) 320ml.	80	bot.		
38	Spray Triple Action (300ml) (Natural Citrus Extracts from Oranges)	80	bot.		
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Purpose: For use in DE's Quarter & Planning and Design Section.

Brand and Model: _____
Delivery Period : _____

Warranty : _____
Price Validity: _____

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Printed Name / Signature / Date
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Larena, Siquijor, Region VII



Name of Procuring Entity: DPWH - Siquijor
Revised on:

RFQ No.: 2024-020-JUNE
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Date: June 21, 2024

Standard Form/Title: **REQUEST FOR QUOTATION** Office/End User: **Planning and Design Section**
COMPANY NAME:

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CELL NO./TEL NO. /FAX NO.:

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48	Record Book (300 pages) big	10	book		
49	Record Book (150 pages)	10	book		
50	Heavy Duty Staple Wire 23/6-23/13	5	box		
51	Filer 4" thick, Long w/DPWH Logo	20	pcs.		
52	Archfile A4 3" thick, Sideclip	20	pcs.		
53	Steel Tape 3m	7	pcs.		
54	Steel Tape 8m	7	pcs.		
55	Manual Vernier Caliper 0-15mm Carbon Stell	2	unit		
56	Gestetner Toner (MP C2503S) CYAN	4	bot.		
57	Gestetner Toner (MP C2503S) MAGENTA	5	bot.		
58	Gestetner Toner (MP C2503S) YELLOW	3	bot.		
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Telefax-035-377-2039
Email Address: Dpwh_siq2015@yahoo.com

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



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.: 2024-020-JUNE
Request for Quotation: P.R. No. 2024-06-020
Date: June 21, 2024

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

Office/End User: **Planning and Design Section**

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 June 28, 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 850,130.00


GENA M. SUGABO
Engineer III
BAC Chairperson, BAC for Goods

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
61	Canon GI-790 Ink Bottle (cyan) 70ml	5	bot.		
62	Canon GI-790 Ink Bottle (magenta) 70ml	5	bot.		
63	Canon GI-790 Ink Bottle (yellow) 70ml	5	bot.		
64	Trash Bag Black (Medium)	200	roll		
65	Trash Bag Black (Large)	75	roll		
66	Puncher, heavy duty Big	2	pc.		
67	Inkjet Photo Paper A4 (20 sheets)	5	pack.		
68	Battery AA	40	pc.		
69	Battery AAA	40	pc.		
70	FLASH DRIVE, 8 GB cap	15	unit		
71	FLASH DRIVE, 16 GB cap	10	unit		
72	FLASH DRIVE, 64 GB cap	6	unit		
73	Four Port USB 3.0 Hub	7	unit		
74	JOY, Long Arm Stapler	5	unit		
75	PAPER, COPY, 70gsm size: 216mmx330mm (Legal)	40	ream		
76	JOY, Sign Here Sticky Notes	25	pack		
77	Paper Binding Cover, legal, 230g 100shts (mango yellow)	5	pack		
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 DE's Quarter & Planning and Design Section.

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.

Telefax-035-377-2039

Email Address: Dpwh_siq2015@yahoo.com

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