



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**QUIRINO DISTRICT ENGINEERING OFFICE**  
Cabarroguis, Quirino, Region II



Procuring Entity	: DPWH - QDEO	P.R. No.	: 2024-03-17 ✓
Revised on	:	Date	: 03/04/2024
Standard Form/Title	: <b>REQUEST FOR QUOTATION</b>	Office/End User	: Planning and Design Section
COMPANY NAME *	:		
ADDRESS *	:		
TEL. NO. /FAX. No. *	:	TIN *	:
PhilGEPS Reg. No. *	:	Email *	:

Please quote your lowest price on the item(s) listed, 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 **March 11, 2024** in the return envelope attached herewith, to the Bids and Award Committee, Quirino District Engineering Office, Cabarroguis, Quirino.

**TERMS and CONDITIONS:**

- All entries must be type written or legibly written.
- Delivery period within **30 CD** upon receipt of the approved funded Purchased Order (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- 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.
- Price Validity shall be for a period of 60 calendar days
- A. PhilGEPS Registration Number  
B. Mayor's Permit shall be attached upon submission of the quotation.
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **P 265,748.00** ✓

  
**RUSSELL G. LOZANO**  
Chief, Planning and Design Section  
BAC Chairman ✓

ITEM No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Paper, Multi-copy, 210mm, 210x297mm, A4 (80gsm) ✓	50	ream		
2	Mailing Envelope, 9.44 inches x 4.13 inches, 500pcs/box ✓	1	box		
3	Brown Envelope, original, legal size ✓	100	pc		
4	Folder, ordinary, legal size, 14pts ✓	100	pc		
5	Binder Clip, 3/4 size, 12pcs/box ✓	20	box		
6	TAPE, transparent, 2 inches size ✓	10	roll		
7	Disinfectant Spray, Aerosol type, 400g ✓	3	can		
	<b>For use of IM C2000 Printer</b>				
8	Toner, Black, MPC2503 (841957) ✓	1	cart.		
9	Toner, Yellow, MPC2503 (841961) ✓	1	cart.		
10	Toner, Magenta, MPC2503 (841962) ✓	1	cart.		
11	Toner, Cyan, MPC2503 (841963) ✓	1	cart.		
	<b>For use of WF-C869R Series Printer</b>				
12	Ink Black, T9741 (1,520.5ml), high capacity ✓	1	cart.		
13	Ink Cyan T9742 (735.2ml), high capacity ✓	1	cart.		
14	Ink Magenta T9743 (735.2ml), high capacity ✓	1	cart.		
15	Ink Yellow T9744 (735.2ml), high capacity ✓	1	cart.		
16	Maintenance Tank ✓	1	tank		
<b>2024-03-17 Purchase of Office Supplies, ink of WF-C869R series &amp; toner of IM C2000 printer for use in the Planning &amp; Design Section, this district.</b>					
Place of Delivery:					
The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all items. Otherwise they will be subjected for disqualifications					
Posting: March 7, 2024 ✓				<b>TOTAL PHP</b>	
TOTAL AMOUNT IN WORDS:					

Brand and Model :  
Delivery Period :

Warranty :  
Price Validity :

2024-03-17



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After having carefully read and accepted your General Conditions, I/We quote you on the item 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.

Printed Name / Signature / Date

Tel. No./CP No. & email address

**Note: Fill out all Fields with Asterisk \***