



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**BUKIDNON 4TH DISTRICT ENGINEERING OFFICE**  
Valencia City, Bukidnon



Name of Procuring Entity: BUKIDNON 4TH DEO

Request for Quotation (P.R. No.): KN4-2025-06-060

Revised on:

Date: June 13, 2025

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

Office/End-User: DPWH BUKIDNON 4th DEO

**COMPANY NAME:**

**ADDRESS:**

**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 am of JUN 10 7 2025, the return envelope attached herewith, to the BAC Secretariat, BAC - Bidding Rm. DPWH Bukidnon 4th District Engineering Office, Valencia City Gymnasium and Cultural Center, Valencia City, Bukidnon,.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within **sixty (60) c.d.** upon receipt of the approved funded Purchase Order (P.O.) Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 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 (1) year for Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Attach Certified True Copy of PhilGeps Registration Number, Mayor's Permit and **Omnibus Sworn Statement (if ABC is above 50K), Income/Business Tax Return if ABCs above P500K.**
6. The Approved budget ceiling for this procurement is **Php 32,950.00**
7. RFQ must be signed by an authorized signatory.
8. Bidders shall submit original brochures of the product (if applicable)
9. Please indicate the brand for each items being offered.
10. Bidder/s shall submit sealed quotation.

**RICHARD L. HERNANDEZ**  
Assistant District Engineer  
BAC Chairman

Supplier must quote for all of the items. Any erasure, correction or alteration made by the Supplier in any of the items shall render the bid non-complying, hence, a ground for disqualification.

| Item No.  | ITEMS & DESCRIPTION   | QTY. | UNIT | UNIT PRICE | TOTAL PRICE |
|-----------|---|------|------|------------|-------------|
|           | <b>ABC LOT 1</b>  |      |      |            |             |
| PS-D-0014 | Drum DR312  | 1    | PC   | P          | P           |
|           | <b>ABC LOT 2</b>  |      |      |            |             |
| PS-F-0007 | Fusing Unit/220-240V  | 1    | pc   | P          | P           |
| PS-I-0023 | Image Transfer Roller Kit                                     | 1    | pc   | P          | P           |
|           | <b>&amp;&amp;&amp;&amp;&amp;&amp;&amp;&amp;&amp;</b>          |      |      |            |             |
|           | <b>TOTAL AMOUNT</b>   |      |      |            | P           |
|           | <b>Please write total amount in words</b>                     |      |      |            |             |
|           |   |      |      |            |             |
|           | <b>Place of Delivery:</b> DPWH Office Valencia City, Bukidnon |      |      |            |             |
|           |   |      |      |            |             |
|           | <b>Please specify brand name, if applicable.</b>              |      |      |            |             |

**PURPOSE:** Supply and Delivery of office equipment parts and consumables for preventive maintenance of Copylandia Ineo 367 Printer assigned to Finance Section.

Brand and Model: \_\_\_\_\_

Warranty: \_\_\_\_\_

Delivery Period: \_\_\_\_\_

Price Validity: \_\_\_\_\_

**After having carefully read and accepted your General Conditions, I / We quote you in 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.**

**BAC-Secretariat:**  
**Tel. No. (088) 537 1424**

Printed Name/Signature/Date

Tel. No./Cellphone No./E-mail Address