Republic of the Philippines
Department of Public Works and Highways
**AGUSAN DEL NORTE**
**DISTRICT ENGINEERING OFFICE**
REGIONAL OFFICE XIII
J. Rosales Avenue, Butuan City

Name of Procuring Entity: **DPWH-DEO, Agusan del Norte** Request for Quotation (P.R. No.): 2025-04-0032

Revised on Date : 4/28/2025

Standanrd Form/T **REQUEST FOR QUOTATION** Office/End-User : Administrative Section

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 _____ in the return envelope attached herewith, to the Procurement Unit, DPWH-DEO, Agusan del Norte.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within 30 days 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 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 shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P 129,250.00**

**REYNALDO B. PALIMA**
Engineer III
BAC Chairperson

| Item No. | ITEM & DESCRIPTION | QTY. | UNIT | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|
| | | | | | |
| 1 | Monochrome Photocopier | 1 | unit | | |
| | Specs: Monochrome | | | | |
| | Copy Speed: 21ppm | | | | |
| | Memory: 512MB | | | | |
| | Paper: Letter, A4, Folio, Legal up to A3 | | | | |
| | Inclusion: 3 Additional Toner Cartridge | | | | |
| | *For use in Records Unit in DPWH-Agusan del Norte DEO.* | | | | |

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.

Tel. No.: (085) 817-3696/817-1436
Email Address: dpwhagusandelnorte@yahoo.com.ph

Printed Name/Signature/Date

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

*rjs/pu*