



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: **Office of the DE & Planning and Design Section**

P.R. No. **2024-06-024** Date: **June 27, 2024**
SAI No. _____ Date: _____
ALOPS No. _____ Date: _____

ITEM NO.	UNIT	ITEM/DESCRIPTION	QTY.	ESTIMATED UNIT COST	ESTIMATED TOTAL
Office Equipment Parts & Accessories					
1	unit	Paper Shredder * VOLUME: 30 liters shred bin * POWER: 230 w/50 H ₂ * MOTOR CAPACITY: 200 watts * DIMENSION: 520 x 444 x 360mm * WEIGHT: 14.5kg.	1		-
2	unit	Electric Fan	1		-
3	unit	Smart Tank 720 * print, scan, copy * automatic two sided printing duplex * USB 20 & dual band self healing wifi * Contextual 2 line display with guided backlift and ID copy buttons * Up to 6,000 black or 8,000 color pages included	2		-
X-X-X-X-X				TOTAL	-
Approved Budget for the Contract - P 164,550.00 CHARGE TO: EA0 FY2024 - P 87,550.00 (CONCT.) SR2024-02-009387 - P 77,000.00 (PDS)			NOTE: This is to certify that the items are included in the approved updated 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 DE's Quarter. & Planning and Design Section.**

Requested by:
Signature: _____
Printed Name: **JESSIE JAMES N. GUIBINGCAN**
Designation: **Administrative Officer V**
(Chief, Administrative Section)

Approved by:
YUSOPH D. RASUMAN
District Engineer



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



RFQ No.: 2024-026-JUNE

Name of Procuring Entity: DPWH - Siquijor

Request for Quotation: P.R. No. 2024-06-026

Revised on:

Date: July 1, 2024

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

Office/End User: **Office of the DE & 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 July 9, 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 164,550.00


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

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Paper Shredder	1	unit		
	* VOLUME: 30 liters shred bin				
	* POWER: 230 w/50 H ₂				
	* MOTOR CAPACITY: 200 watts				
	* DIMENSION: 520 x 444 x 360mm				
	* WEIGHT: 14.5kg.				
2	Electric Fan	1	unit		
3	Smart Tank 720	2	unit		
	* print, scan, copy				
	* automatic two sided printing duplex				
	* USB 20 & dual band self healing wifi				
	* Contextual 2 line display with guided backlift and ID copy buttons				
	* Up to 6,000 black or 8,000 color pages included				
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

