



PURCHASE REQUEST

Entity Name: **DPWH-Siquijor District Engineering Office**

Fund Cluster: **01**

COA Circular No. 2015-07 S 2015

Office/Section: Maintenance Section		P.R. No. 2024-10- 038	Date: October 3, 2024		
		Responsibility Center Code: 18-001-18-00123			
STOCK/ PROPERTY NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL
Office Supplies and Devices					
0216	ream	PAPER, COPY, 70gsm size: 210mm x 297mm (A4)	90		-
0215	ream	A3 Bond Paper	50		-
0200	bot	Rubbing Alcohol 70%, scented (500ml)	100		-
0203	pc.	Folder, Fancy, for legal size documents 50pcs/pack	350		-
0231	pc.	CORRECTION TAPE Roller type (6m)	50		-
0375	pcs.	Stapler with remover #35	5		-
0205	pc.	Ball Pen, Black	100		-
0206	pc.	Ball Pen, Blue	100		-
0357	pc.	Sign Pen (0.3) (black)	100		-
0361	pc.	Sign Pen (0.3) (blue)	50		-
0358	pc.	Sign Pen (0.4) black	100		-
0362	pc.	Sign Pen (0.4) blue	50		-
0359	pc.	Sign Pen (0.5) (black)	100		-
0363	pc.	Sign Pen (0.5) (blue)	50		-
0229	box	Colour Pencil (12 colors)	5		-
0579	roll	Marker Pen, For Whiteboard, Black	20		-
0580	pc.	Marker Pen, For Whiteboard, Blue	20		-
0391	pad	Time Book & Payroll G.F. No. 7 (A)	10		-
0269	bot.	Epson 003 Ink Bottle (black) 65ml	50		-
0270	bot.	Epson 003 Ink Bottle (cyan) 65ml	30		-
0271	bot.	Epson 003 Ink Bottle (magenta) 65ml	30		-
0272	bot.	Epson 003 Ink Bottle (yellow) 65ml	30		-
0197	bot.	Air Freshener Spray (Lemon) 320ml.	100		-
0368	bot.	Spray Triple Action (300ml) (Natural Citrus Extracts from Oranges)	40		-
0198	can	Air Freshener Car Freshener (Lemon Fresh)	200		-
0384	roll	TAPE Double Sided width: 1/2"	20		-
0345	book	Record Book (300 pages) big	10		-
0344	book	Record Book (150 pages)	5		-
0203	pcs.	Archfile A4 3" thick, Sideclip	20		-
0376	pcs.	Steel Tape 3m	5		-
0377	pcs.	Steel Tape 8m	7		-
0396	roll	Trash Bag Black (Small)	100		-
0395	roll	Trash Bag Black (Medium)	200		-
0394	roll	Trash Bag Black (Large)	75		-
0337	pack.	Injet Photo Paper A4 (20 sheets)	5		-
0209	pc.	Battery AA	40		-
0210	pc.	Battery AAA	40		-
0447	pc.	FLASH DRIVE, 8 GB cap	15		-
0448	pc.	FLASH DRIVE, 16 GB cap	10		-
0260	pc.	FLASH DRIVE, 64 GB cap	5		-
0264	pc.	Four Port USB 3.0 Hub	5		-
0581	unit	Portable Hard Drive 2TB Shochproof/Waterproof USB 3.2 GEN 1	5		-
0217	ream	PAPER, COPY, 70gsm size: 216mmx330mm (Legal)	10		-
0380	pck.	JOY, Sticky Notes	25		-
x-x-x-x-x				TOTAL	-
		Approved Budget for the Contract - P 399,099.60			
		CHARGE TO: MNRB FY2024			

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

Requested by:
 Signature:
 Printed Name: **GEMMA G. CALIBO**
 Designation: **Engineer III**
Chief, Maintenance Section

Approved by:

YUSOPH D. RASUMAN
District Engineer
 Page 1 of 1



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

RFQ No.: 2024-038-OCT

Name of Procuring Entity: DPWH - Siquijor
Revised on:

Request for Quotation: P.R. No. 2024-10-038
Date: October 4, 2024

Standard Form/Title: **REQUEST FOR QUOTATION** Office/End User: **Maintenance 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 **October 11, 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 399,099.60



RAKIL-ALI S. RAKI-IN
Asst. District Engineer
BAC Chairperson, BAC for Goods

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	PAPER, COPY, 70gsm size: 210mm x 297mm (A4)	90	ream		
2	A3 Bond Paper	50	ream		
3	Rubbing Alcohol 70%, scented (500ml)	100	bot		
4	Folder, Fancy, for legal size documents 50pcs/pack	350	pc.		
5	CORRECTION TAPE Roller type (6m)	50	pc.		
6	Stapler with remover #35	5	pcs.		
7	Ball Pen, Black	100	pc.		
8	Ball Pen, Blue	100	pc.		
9	Sign Pen (0.3) (black)	100	pc.		
10	Sign Pen (0.3) (blue)	50	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 the Maintenance 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: 035-542-5760

Email Address: dpwh_siq2015@yahoo.com

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



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Asst. District Engineer
BAC Chairperson, BAC for Goods

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
11	Sign Pen (0.4) black	100	pc.		
12	Sign Pen (0.4) blue	50	pc.		
13	Sign Pen (0.5) (black)	100	pc.		
14	Sign Pen (0.5) (blue)	50	pc.		
15	Colour Pencil (12 colors)	5	box		
16	Marker Pen, For Whiteboard, Black	20	roll		
17	Marker Pen, For Whiteboard, Blue	20	pc.		
18	Time Book & Payroll G.F. No. 7 (A)	10	pad		
19	Epson 003 Ink Bottle (black) 65ml	50	bot.		
20	Epson 003 Ink Bottle (cyan) 65ml	30	bot.		
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 Asst. District Engineer
 BAC Chairperson, BAC for Goods

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
21	Epson 003 Ink Bottle (magenta) 65ml	30	bot.		
22	Epson 003 Ink Bottle (yellow) 65ml	30	bot.		
23	Air Freshener Spray (Lemon) 320ml.	100	bot.		
24	Spray Triple Action (300ml) (Natural Citrus Extracts from Oranges)	40	bot.		
25	Air Freshener Car Freshener (Lemon Fresh)	200	can		
26	TAPE Double Sided width: 1/2"	20	roll		
27	Record Book (300 pages) big	10	book		
28	Record Book (150 pages)	5	book		
29	Archfile A4 3" thick, Sideclip	20	pcs.		
30	Steel Tape 3m	5	pcs.		
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					

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Asst. District Engineer
BAC Chairperson, BAC for Goods

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
31	Steel Tape 8m	7	pcs.		
32	Trash Bag Black (Small)	100	roll		
33	Trash Bag Black (Medium)	200	roll		
34	Trash Bag Black (Large)	75	roll		
35	Injet Photo Paper A4 (20 sheets)	5	pack.		
36	Battery AA	40	pc.		
37	Battery AAA	40	pc.		
38	FLASH DRIVE, 8 GB cap	15	pc.		
39	FLASH DRIVE, 16 GB cap	10	pc.		
40	FLASH DRIVE, 64 GB cap	5	pc.		
41	Four Port USB 3.0 Hub	5	pc.		
42	Portable Hard Drive 2TB Shochproof/Waterproof USB 3.2 GEN 1	5	unit		
43	PAPER, COPY, 70gsm size: 216mmx330mm (Legal)	10	ream		
44	JOY, Sticky Notes	25	pck.		
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				

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