

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



Appendix 61

# PURCHASE REQUEST

| Entity Nam      | e: DPWH-    | Siquijor District Engineering Office                        | Fund Cluster: <u>01</u><br>COA Circular No. 2015-07 S 2015 |                |       |  |  |
|-----------------|-------------|---|--|----------------|-------|--|--|
| Office/Sectio   | n:          | P.R. No. <u>2025-0]- 0]-</u>                                | Date:  |                |       |  |  |
| Quality As      | surance,    | Responsibility Center Code: <u>18-001-18-00123</u>          |  |                |       |  |  |
| Administra      |             |   |  |                |       |  |  |
| Constructio     |             |   |  |                |       |  |  |
| STOCK/          | in occion   |   |  | Г              |       |  |  |
| PROPERTY<br>NO. | UNIT        | ITEM DESCRIPTION  | QTY.   | UNIT COST      | TOTAL |  |  |
| I.T. Parts Ac   | cessories a | nd Perip.   |  |                |       |  |  |
| 0281            | bot.        | Gestetner Toner (Black 285g) / Print Cartridge<br>IMC2000   | 11   |                | -     |  |  |
| 0284            | bot.        | Gestetner Toner (Cyan 117g) / Print Cartridge<br>IMC2000    | 1  |                | -     |  |  |
| 0287            | bot.        | Gestetner Toner (Magenta 132g) / Print Cartridge<br>IMC2000 | 1  |                | -     |  |  |
| 0290            | bot.        | Gestetner Toner (Yellow 126g) / Print Cartridge<br>IMC2000  | 1  |                | -     |  |  |
| x-x-x-x-x-x     |             | 11022000  |  | TOTAL          | -     |  |  |
|                 |             |   |  |                |       |  |  |
|                 |             |   |  |                |       |  |  |
|                 |             |   | -  |                |       |  |  |
|                 |             |   | +  |                |       |  |  |
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|                 |             |   |  | l              |       |  |  |
|                 |             |   | -  |                |       |  |  |
|                 |             |   |  |                |       |  |  |
|                 |             | Approved Budget for the Contract - P 91,700.00              |  |                |       |  |  |
|                 |             | CHARGE TO: EAO FY2025                                       |  |                |       |  |  |
|                 |             | QAS - P 27,125.00   |  |                |       |  |  |
|                 |             | CONST P 27,125.00<br>ADMIN P 37,450.00                      |  |                |       |  |  |
|                 |             | ADMIN F 57/450.00   |  |                |       |  |  |
|                 |             |   |  |                |       |  |  |
|                 |             |   |  |                |       |  |  |
|                 |             |   |  |                |       |  |  |
|                 |             | e Quality Assurance, Administrative and Constru-            |  |                |       |  |  |
|                 | Requested   |   | Appi   | roved by:      |       |  |  |
| Signature:      |             | abena   |  |                |       |  |  |
|                 |             | H A. TABANAO  |  | YUSOPH D. RAS  |       |  |  |
| Designation:    |             | tive Officer V  |  | District Ingin | eer   |  |  |
|                 | (Chier, Adn | ninistrative Section)                                       |  |                |       |  |  |



Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS SIOUIJOR DISTRICT ENGINEERING OFFICE

Larena, Siguijor



RFQ No.: 2025-013-JUL Request for Ouotation: P.R. No. 2025-07-017 Date: July 3, 2025

TIN:

#### Name of Procuring Entity: DPWH - Siguijor Revised on:

Standard Form/Title: REQUEST FOR QUOTATION

#### Office/End User: QAS, CONST. ADMIN Section

### COMPANY NAME:

#### ADDRESS:

### CELL NO./TEL NO. /FAX NO.:

Please guote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated below and submit your guotation duly signed by your representative not later than 10:00 A.M. of July 7, 2025 in the return envelope attached herewith, to the Goods & Services DPWH-Siguijor District Engineering Office, Larena, Siguijor.

## **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 91,700.00



Asst. District Engineer BAC Chairperson, BAC for Goods

| ITEMS & DESCRIPTION  | QTY  | UNIT   | PRICE  | PRICE  |
|--|--|--|--|--|
| Gestetner Toner (Black 285g) / Print Cartridge IMC2000   | 11   | bot.   |  |  |
| Gestetner Toner (Cyan 117g) / Print Cartridge IMC2000  | 1  | bot.   |  |  |
| Gestetner Toner (Magenta 132g) / Print Cartridge IMC2000   | 1  | bot.   |  |  |
| Gestetner Toner (Yellow 126g) / Print Cartridge IMC2000  | 1  | bot.   |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| The awarding for this RFQ will be on a lump-sum basis<br>Prospective Suppliers must quote for all of the items.<br>Otherwise they will be subjected for disqualification |  |  |  |  |
|  | Gestetner Toner (Cyan 117g) / Print Cartridge IMC2000<br>Gestetner Toner (Magenta 132g) / Print Cartridge IMC2000<br>Gestetner Toner (Yellow 126g) / Print Cartridge IMC2000<br>The awarding for this RFQ will be on a lump-sum basis<br>Prospective Suppliers must quote for all of the items.<br>Otherwise they will be subjected for disqualification | Gestetner Toner (Cyan 117g) / Print Cartridge IMC2000 1   Gestetner Toner (Magenta 132g) / Print Cartridge IMC2000 1   Gestetner Toner (Yellow 126g) / Print Cartridge IMC2000 1   Image: State of the state of th | Gestetner Toner (Cyan 117g) / Print Cartridge IMC2000 1 bot.   Gestetner Toner (Magenta 132g) / Print Cartridge IMC2000 1 bot.   Gestetner Toner (Yellow 126g) / Print Cartridge IMC2000 1 bot.   Gestetner Toner (Yellow 126g) / Print Cartridge IMC2000 1 bot.   Image: State of the state | Gestetner Toner (Black 285g) / Print Cartridge IMC200011bot.Gestetner Toner (Cyan 117g) / Print Cartridge IMC20001bot.Gestetner Toner (Magenta 132g) / Print Cartridge IMC20001bot.Gestetner Toner (Yellow 126g) / Print Cartridge IMC20001Gestetner TonerGestetner Toner (Yellow 126g) / Print Cartridge IMC20001GestetnerGestetner Toner (Yellow 126g) / Print Cartridge IMC20001GestetnerGestetner Toner (Yellow 126g) / Gestetner1GestetnerGes |

For use in the Quality Assurance, Administrative and Construction 3

| 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.

Telephone No.: 035-542-5760 Email Address: Dpwh\_siq2015@yahoo.com