



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**SAMAR 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE NO. VIII  
CATBALOGAN CITY, SAMAR



**RFQ-015-2024 – Supply and Delivery of Consumable Parts. For use in various documentation for the 3<sup>rd</sup> quarter in the Planning and Design Section of DPWH, Samar 2<sup>nd</sup> District Engineering Office, Catbalogan City, Samar**

Name of Procuring Entity : **DPWH - Samar 2<sup>nd</sup> District Engineering Office** Request for Quotation (P.R. No.) : **2024 -07-033**

Revised on : Date : **July 02, 2024**

Standard Form/Title : **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 10:00 A.M. of **July 8, 2024** in the return envelope attached herewith, to the Procurement Unit/BAC Office, **DPWH, Samar 2<sup>nd</sup> District Engineering Office, Catbalogan City, Samar.**

**TERMS AND CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within 7 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-EPIS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation, Income/Business Tax Return and Omnibus Sworn Statement.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each item being offered.
8. The approved budget ceiling for this procurement is **₱ 309,050.00**
9. Supplier must have no pending Delivery in the District and other district offices.
10. Supplier must have a business establishment the locality to ensure that the concern of the procuring office can be address immediately
11. Supplier must have a permanent business establishment within Region 8.
12. Supplier must have an available technician to replace and install or defective Spare Parts for free.
13. Supplier are willing to conduct weekly or monthly free maintenance for copier and/or in case time arises.
14. Bidders must have a **Service Center and a Technical Personnel having an appropriate training Certification/ Accreditation** to undertake the Installation/ Repair/ Maintenance Requirement of this Procurement Project.
15. Supplier must have manufacturer certificate for authenticity of product.

  
**NORBERTO T. GERENTE, ASEAN ENG**  
OIC – Assistant District Engineer  
Chairman, BAC

Item No.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Drum Cartridge 2320	2	cart		
2	Mylar	8	cart		
3	HP Design jet 72B, Black	10	cart		
4	HP Design jet 72B, Cyan	9	cart		
5	Waste toner Container C2271	3	cart		
X-X-X-X-X-X	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				

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 noted 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.

Cel. No. 09279181289  
c/o IRVING L. HILVANO  
email: hilvanoirving80@gmail.com

Printed Name / Signature / Date

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

Website: [www.dpw.gov.ph](http://www.dpw.gov.ph)  
Tel.No(s): (055)543-9123

