



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



RFQ-024-2024 – Supply and Delivery of Reproductive Materials and Copier Spare Parts with Free Maintenance and Installation. Consumable and Spare Parts of the Photocopier in the District for the 3rd Quarter, DPWH Samar 2nd DEO, Catbalogan City, Samar

Name of Procuring Entity : **DPWH - Samar 2nd District Engineering Office** Request for Quotation (P.R. No.) : 2024 -09-051

Revised on : Date : September 24, 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 9:00 A.M. of **September 30, 2024** in the return envelope attached herewith, to the Procurement Unit/BAC Office, **DPWH, Samar 2nd District Engineering Office, Catbalogan City, Samar.**

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 15 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, 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 **₱ 294,870.00**
9. Supplier must have no pending Delivery in the District and other district offices.
10. Supplies must have a business establishment to 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 a 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.


JOELITO A. CASTILLO
Chief, Maintenance Section
Chairman, BAC

Item No.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	IBT Belt Assy C2560	1	Set		
2	Fusing Unit CV2560	3	Unit		
3	AVR w/ time delay	4	Unit		
4	EXTERNAL HARD DRIVE, 1TB	2	Pcs.		
5	Waste Toner C2560	2	Cart		
6	WF C5890/5390 Blk Standard C13T11F100 Black Standard	1	Cart		
7	WF C5890/5390 Cyan Standard C13T11F200 Cyan	1	Cart		
8	Magenta Standard C13T11F300 Magenta Standard Ink -	1	Cart		
9	WF C5890/5390 Yellow Standard C13T11F400 Yellow	1	Cart		

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