



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



RFQ-025-2024 – Purchase of Common Office Equipment. For immediate use in the District for the 4th quarter, DPWH Samar 2nd DEO, Catbalogan City, Samar

Name of Procuring Entity : **DPWH - Samar 2nd District Engineering Office** Request for Quotation (P.R. No.) : 2024-10-055

Revised on : Date : October 9, 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 **October 15, 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 **₱ 625,200.00**
9. Supplier must have no pending Delivery in the District in the district and other district offices.
10. Supplier must have manufacturer certificate for authenticity of product
11. Supplier must have a business establishment the locality to ensure that the concern of the procuring office can be address immediately.
12. Supplier are willing to conduct weekly or monthly free maintenance for copier and/or in case time arises


JOELITO A. CASTILLO
Chief, Maintenance Section
Chairman, BAC

Item No.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	PRINTER, Multi-function, Scan, Copy, Fax	15	Unit		
2	Scanner, Stand alone	2	Unit		
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
Tel.No(s).: (055)543-9123

