



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**BUKIDNON 1<sup>ST</sup> DISTRICT ENGINEERING OFFICE**  
Malaybalay City, Bukidnon, Regional X

Name of Procuring Entity:

Request for Quotation (RFQ) No.

Revised on:

Purchase Request (PR) No. **PR-2025-07-0238**

Standard Form/ Title: **REQUEST FOR QUOTATION**

Date: **AUG 12 2025**

COMPANY NAME:

Office/End-user:

ADDRESS:

TEL. NO./FAX NO:

TIN:

**(SMALL VALUE PROCUREMENT ABOVE 50K)**

Please quote your lowest price on the item/s listed below inclusive of VAT, subject to the Terms & Conditions stated below & submit your **SEALED/OPEN** quotation duly signed by your representative not later than **1:30pm of AUG 12 2025** at the Conference Room of Bukidnon 1st DEO, DPWH, Malaybalay City. Please observe proper sealing and marking of bids. All Envelopes must contain the RFQ number and name to be bid, name and address of the bidder and address to the BAC Chairman & bear a warning "DO NOT OPEN BEFORE..date and time for the opening. No bids shall be submitted through email. Sealed quotation must meet the following requirements.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written
2. **Delivery Period** is within **30 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 reasons.
3. **Warranty** must be submitted after acceptance by the procuring entity of the delivered supplies in the following conditions and terms of warranty:

**Expandable Supplies** (consumed in used within 1 year like fuel, spareparts and etc.)

**IT Equipments** (computers, printers and etc.)

4. **Price validity** shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration , Mayor's Permit & DTI , Income/ Business Tax Return and Omnibus Sworn Statement shall be attached upon submission of quotation.

6. Bidders shall submit original brochures showing certifications of the product , if applicable
7. Please indicate the "**BRAND NAME/MODEL**" for each items being offered

8. The approved budget ceiling (**ABC**) for this procurement is

**P154,600.00**

9. 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.

10. Supplier must have an official store/registered establishment - Geotagged Photos of Actual Store of Supplier (Outside and Inside) must submitted along with their quotation.

ITEM NO.	ITEM AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Toner APEOS C3070 Cartridge (Yellow CT202637)	2	cart		
2	Toner APEOS C3070 Cartridge (Magenta CT202636)	2	cart		
3	Toner APEOS C3070 Cartridge (Cyan CT 202635)	2	cart		
4	Toner APEOS C3070 Cartridge (Black CT202634)	2	cart		
	XXXXXXXXXXXXXX				
Note: 1. The Bidder/s or Supplier/s must provide and attached to the bidding documents a Certificate of Authenticity from the Manufacturer for the Fuji Xerox Apeosport C3070 products being offered. 2. The Bidder/s or Supplier/s must also attach to the bidding documents a Certificate that they are capable to provide Technical Support within 24 hours after receiving a request for assistance from the end-user including the contact details of their technical support personnel.					

**Purpose:** Supply and Delivery and Installation of Consumables and parts of FUJI XEROX Printer assigned in the Procurement Unit, DPWH Buk. 1st DEO, Malaybalay City.

**Brand and Model:**

**Warranty:**

**Delivery Period:**

**Price Validity:**

After having carefully read and accepted your General Conditions, I/We quote you on the items at prices noted above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that concur with the Terms and Conditions specified by DPWH.

Printed Name & Signature, Date

Contact Number/E-mail Address