Republic of the Philippines Department of Public Works and Highways Sorsogon 1st District Engineering Office Guinlajon, Sorsogon City

lame of	Procuring Enti	ty: DPWH-Sorsogon 1st DEO	Request			2024-06-0	
levised o	on:			Date	6/11/24		
Standard	Form/Title :	REQUEST FOR QUOTATION	Office	/End-User:	DPWH-Sorsogo	n 1st DEO	
coi	MPANY NAME:						
	ADDRESS :						
TEL.	NO./FAX NO. :	west price on the item (s) listed below, subject to the Terms and Conditions :	ctated helow	and cubmit	vour quotation dul	y signed by your	
r epresenta	ative ot later than 1	0:00 A.M. of	to the Proc	urement U	nit, DPWH Sorsog	on 1st DEO,	
uinlajon,	Sorsogon City.	1 2 002 202					
ERMS .	and CONDITION	<u>VS:</u>			1 ^		
	s must be typewritten				A 1		
		(30) Calendar Days_ upon receipt of the approved funded Purchased Order (P.O.) ant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for		1	Munic	uu	
	very without valid rea			1:0	NIDA D. RE	LAMA	
		om of three (3) months for supplies & materials; one year for Equipment;		OIC-Assistant District Engineer			
3 years	for IT Equipment fro	om date of acceptance by the end-user.			BAC-Chairpe	rson	
		od of sixty (60) calendar days.					
		velope system will be followed.					
		the following eligibility document/s.					
	_	tificate (Platinum), Mayor's Permit, DTI/SEC Registration, come/Business Tax Return, Certificate of Registration, Omnibus Sworn State	ment.				
		ving certifications of the product (if applicable) shall be attached upon submission		ion.			
The 2nd	envelope which will o	ontain the quotation shall only be opened after the 1st is declared complying					
Bidders s	shall submit original l	brochures showing certifications of the product.					
		each items being offered.					
	roved budget ceiling fo		00				
		otherwise, bids will not be accepted mail/fax will not be accepted.					
ITEM	don and electronic						
NO.		ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE	
1.	Toner Carl	tridge OPT-XC325LK (Black)	22	piece			
2.	Toner Cart	ridge OPT-XC325LC (Cyan)	29	piece			
3.	Toner Cart	ridge OPT-XC325LY (Yellow)	29	piece			
4.	Toner Cart	ridge OPT-XC325LM (Magenta)	29	piece			
		brand names of office equipment that is in existing fleet to maintain the ionality and useful life of the equipment.					
			-				
			Total				
				Total			
			Amoun	Amount in Words			
		will be on a lump-sum basis. Prospective Suppliers must quote for all of the be suject for disqualification					
nems.	Julei Wise tiley Will	oc suject for disqualification					
	nd Model :	Warranty					
elivery	Period :	Price Validity	-				
		efully read and accepted your General Conditions, I/We quote you o to				pace for Delivery	
		e Validity are left blank, it means that I concur with the Terms and Co					
			-				
				Printed	Name/Signature	e/Date	

CHECKLIST FOR GOOD'S

(Mode of Procurement: SMALL VALUE PROCUREMENT)

Attachment:

- 1. DTI Business Name/SEC Registration of Supplier
- 2. TAX Clearance & Monthly Payment of Taxes including Income/Business
 Tax Return
- 3. Certificate of PHILGEPS Registration0
- 4. Latest/Updated Mayor's/Business Permit
- 5. Certificate of Registration (COR)
- 6. Omnibus Sworn Statement (Revised per GPPB Resolution No. 16-2020
- 7. Bidders shall submit original brochures showing certifications of the product (if applicable)
- 8. Special Power of Attorney of Liaison and Valid Identification Card (if applicable)

Note: Please indicate the brand for each items being offered (if applicable)

Supplier's Signature