



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ALBAY 1ST DISTRICT ENGINEERING OFFICE
Old Airport Road, Brgy.40 Cruzada, Legazpi City



Name of Procuring Entity: **DPWH Albay 1st District Engineering Office** Request for Quotation (P.R. No.): **25-06-096**
Revised on: _____ Date: **June 18, 2025** ABC **₱44,770.00**

REQUEST FOR QUOTATION

Standard Form/Title: **25GFA11 - Procurement and Delivery of Replacement Parts for INEO+ 308 Copier (Construction Section), DPWH Albay 1st DEO.** Official/End-User: **DPWH Albay 1st DEO.**
Mode of Procurement: **Small Value Procurement**

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 **June 23, 2025** In the return envelope attached herewith to the Procurement Unit DPWH Albay 1st District Engineering Office, Old Airport Road, Brgy.40 Cruzada, Legazpi City.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **Sixty (60) CD** upon receipt of 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 from date of acceptance by the end-user.
4. Price validity shall be a period of sixty (60) calendar days.
5. Mayor's/Business Permit, PhilGEPS Registration Number, Income/Business Tax Return (For ABCs above P500k) and Omnibus Sworn Statement (For ABCs above 50k) shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certification of the product, if applicable.
7. Please indicate the brand for each items being offered in order to evaluate conformity with specification.
8. Suppliers must have a physical office/shop with trade name displayed and inventory of supplies / goods. Attach picture of the store/establishment and their merchandise.
9. The DPWH reserves the right to accept or reject any bid, to annul the bidding process and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.

AMELITO C. ROBLES
Engineer III
BAC-Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	A161-R733-11 Intermediate Image Transfer Unit	1	pc		
2	A161-R714-33 Transfer Roller Unit	1	pc		
3	Drum DR313 CMY	1	pc		

TOTAL AMOUNT (Php)

Please specify total amount in words (Php)

Brand Name and Model : _____ Warranty : _____
Delivery Period : _____ Validity : _____

After having carefully read and accepted your General Conditions. I / We quote you on the item(s) at prices note above. If the space for delivery Period, Warranty and Price Validity are left blank, it means disqualification,

Printed Name / Signature

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