



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SIQUIJOR DISTRICT ENGINEERING OFFICE
Larena, Siquijor

Appendix 61

PURCHASE REQUEST

Entity Name: **DPWH-Siquijor District Engineering Office**

Fund Cluster: **01**

COA Circular No. 2015-07 S 2015

Office/Section: DPWH Office		P.R. No. 2025-05- 007 Responsibility Center Code: 18-001-18-00123		Date: May 21, 2025	
STOCK/ PROPERTY NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL
I.T. Parts Accessories and Perip.					
Pocurement Unit					
0895	unit	Fusing Sleeve (DOBM 4052)	1		-
0896	unit	PCDU: Black (DOBK 2200)	1		-
0897	unit	PCDU: Cyan (DOBK 2201)	1		-
0898	unit	PCDU: Magenta (DOBK 2202)	1		-
0899	unit	PCDU: Yellow (DOBK 2203)	1		-
Construction Section					
0900	unit	Toner Hopper: Magenta (DOBQ 3282)	1		-
Administrative Section					
0657	unit	Photo Conductor Unit: Black (DOBK 2240)	1		-
0658	unit	Photo Conductor Unit: Cyan (DOBK 2241)	1		-
0659	unit	Photo Conductor Unit: Magenta (DOBK 2242)	1		-
0660	unit	Photo Conductor Unit: Yellow (DOBK 2243)	1		-
0764	unit	Cleaning Unit: Belt Assy. (DOBQ 6141)	1		-
Finance Section					
0657	unit	Photo Conductor Unit: Black (DOBK 2240)	1		-
0658	unit	Photo Conductor Unit: Cyan (DOBK 2241)	1		-
0659	unit	Photo Conductor Unit: Magenta (DOBK 2242)	1		-
0660	unit	Photo Conductor Unit: Yellow (DOBK 2243)	1		-
0764	unit	Cleaning Unit: Belt Assy. (DOBQ 6141)	1		-
X-X-X-X				TOTAL	-
Approved Budget for the Contract - P 338,422.76					
CHARGE TO: EAO FY2025					
BAC - P 126,913.92					
CONST. - P 6,696.68					
ADMIN - P 102,406.08					
FINANCE - P 102,406.08					
Purpose: For use in the DPWH Office.					
Requested by: Signature: Printed Name: ELIZABETH A. TABANAO Designation: Administrative Officer V Chief, Administrative Section			Approved by: YUSOPH D. RASUMAN District Engineer		



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SIQUIJOR DISTRICT ENGINEERING OFFICE
Larena, Siquijor

RFQ No.: 2025-005-MAY

Name of Procuring Entity: DPWH - Siquijor

Request for Quotation: P.R. No. 2025-05-007

Revised on:

Date: May 22, 2025

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

Office/End User: **DPWH Office**

COMPANY NAME:

ADDRESS:

CELL NO./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 May 30, 2025 in the return envelope attached herewith, to the Goods & Services DPWH-Siquijor District Engineering Office, Larena, Siquijor.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 15 C.D. upon receipt of the approved funded Purchase Order (P.O.). Administrative Penalties Pursuant to Sec. 69 of the Revised IRR of R.A.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/Supplier's Confidential Application for Registration shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product, if applicable.
7. Please indicate the brand for each items being offered, if applicable.
8. The approved budget ceiling for this procurement is Php 338,422.76

RAKIL-ALI S. RAKI-IN, AER
Asst. District Engineer
BAC Chairperson, BAC for Goods

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Procurement Unit				
1	Fusing Sleeve (DOBM 4052)	1	unit		
2	PCDU: Black (DOBK 2200)	1	unit		
3	PCDU: Cyan (DOBK 2201)	1	unit		
4	PCDU: Magenta (DOBK 2202)	1	unit		
5	PCDU: Yellow (DOBK 2203)	1	unit		
	Construction Section				
7	Toner Hopper: Magenta (DOBQ 3282)	1	unit		
	Administrative Section				
8	Photo Conductor Unit: Black (DOBK 2240)	1	unit		
9	Photo Conductor Unit: Cyan (DOBK 2241)	1	unit		
10	Photo Conductor Unit: Magenta (DOBK 2242)	1	unit		
11	Photo Conductor Unit: Yellow (DOBK 2243)	1	unit		
12	Cleaning Unit: Belt Assy. (DOBQ 6141)	1	unit		
	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				

Purpose: For use in the DPWH Office.

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 note 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.

Telephone No.: 035-542-5760

Email Address: Dpwh_siq2015@yahoo.com

Printed Name / Signature / Date
Tel. No./Cellphone No./Email Address



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SIQUIJOR DISTRICT ENGINEERING OFFICE
Larena, Siquijor

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TIN:

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RAKIL-ALI S. RAKI-IN, AER
Asst. District Engineer
BAC Chairperson, BAC for Goods

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Finance Section				
13	Photo Conductor Unit: Black (DOBK 2240)	1	unit		
14	Photo Conductor Unit: Cyan (DOBK 2241)	1	unit		
15	Photo Conductor Unit: Magenta (DOBK 2242)	1	unit		
16	Photo Conductor Unit: Yellow (DOBK 2243)	1	unit		
17	Cleaning Unit: Belt Assy. (DOBQ 6141)	1	unit		
X-X-X					
	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				

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Printed Name / Signature / Date
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