



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE VI
Fort San Pedro, Iloilo City



**NOTICE OF ALTERNATIVE METHOD OF
PROCUREMENT**

Notice is given that the DPWH Regional Office VI will conduct an **Alternative Method of Procurement** thru **Negotiated Procurement – Small Value Procurement** in accordance with Section 53.9 of the Revised Implementing Rules and Regulation of RA 9184.

- a. Purchase Request No. 2024-02-023 dated February 22, 2024
- b. Description: **Procurement of Toners for use in the Records Management Section, Administrative Division, DPWH Regional Office VI, Iloilo City**
- c. Location: DPWH, Regional Office VI, Iloilo City
- d. Approved Budget for the Contract (ABC): Php 184,000.00
- e. Delivery Period: 30 CD upon receipt of NTP

The Deadline for submission of the accomplished application forms will be on **March 12, 2024** and shall be opened at 10:00 A.M. on the same date. Quotations submitted thru mail/fax will not be accepted.

Any requests for additional information concerning this bidding shall be directed to the following:

SEVERO A. RUIZ

Head, Procurement Unit

ruiz.severo@dpwh.gov.ph


MARY GRACE B. BULAQUIÑA-HACHUELA, CES E
BAC Chairperson 

Website: www.dpwh.gov.ph
Tel. No.: (033) 339-72-00



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Regional Office VI, Iloilo City

**Procurement of Toners for use in the Records Management Section, Administrative Division,
DPWH Regional Office VI, Iloilo City**

| | |
|---|---|
| Name of Procuring Entity: | Revised for Quotation (P.R. No.): 2024-02-023 |
| Revised on: | Date: February 22, 2024 |
| Standards For Title: Request for Quotation | Office/End-User: Records Management Section, Administrative Division |
| 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 March 12, 2024** the return envelope attached herewith, to the BAC Office, DPWH Regional Office VI, Iloilo City.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period is **30 CD** 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. First Envelope - Technical Documents composed of: G-EPS Registration Certificate, Mayor's/Business Permit, DTI (Sole Proprietor)/SEC (Corporation/Inc.), Tax Clearance, Income Tax Return (for ABC above 500k) and Omnibus Sworn Statement with Secretary Cert. for Corporation and SPA for sole proprietor shall be attached. Second Envelope - Financial Documents composed of Request for Quotation duly accomplished. (Sealed in separate envelope)
6. Bidders shall submit original brochures showing certifications of the product (If applicable).
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P184,000.00**.

MARY GRACE B. BULAQUINA-HACHUELA, CES E
BAC Chairperson

| ITEM NO. | ITEMS & DESCRIPTION | QTY. | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|--|------|------|------------|-------------|
| | OPT-XC2022K Black (Toner) | 4 | pcs | | |
| | OPT-XC2022C Cyan (Toner) | 4 | pcs | | |
| | OPT-XC2022M Magenta (Toner) | 4 | pcs | | |
| | OPT-XC2022Y Yellow (Toner) | 4 | pcs | | |
| | | | | | |
| | Note: Please see attached Terms and Conditions. | | | | |
| | X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X | | | | |
| | The awarding for this RFQ will be on the lump-sum basis. Prospective Suppliers must quote for all of the items. Otherwise they will be subjected for disqualification. | | | | |
| | | | | | |
| | | | | Total----- | |

Amount in Words:

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 the 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 the DPWH.

Contact No. (033) 3299029
bactwgregion6@yahoo.com

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



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE VI
Fort San Pedro, Iloilo City



TERMS OF REFERENCE
SUPPLY AND DELIVERY OF TONERS WITH PRINTER

I. RATIONALE

The Department of Public Works and Highways Regional Office VI seeks to procure the services of a managed printing service provider for its printing needs, with the objectives of optimizing cost, reducing obsolescence and boosting productivity.

In view of the foregoing considerations, the DPWH Regional Office VI shall require the BIDDER to provide the required printer, with the corresponding genuine consumables.

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is One Hundred Eighty-Four Thousand pesos (Php 184,000.00).

III. BIDDERS QUALIFICATIONS

1. The BIDDER warrants that it shall conform strictly with the terms and conditions of the TERMS OF REFERENCE for the Project.
2. The BIDDER must be a managed partner, reseller or distributor of the brand being offered for a minimum period of five (5) years.
3. The BIDDER must be an Authorized Service Center of the brand being offered for the last five (5) years up to the present. A current and valid certification as an Authorized Service Center of the manufacturer shall be submitted as part of the technical component of its bid proposal. The said certification must be issued by the manufacturer directly in favor of the BIDDER participating in the bidding.
4. The BIDDER shall provide free use of one (1) unit Service Printer / Copier compatible with the toner for a minimum of one (1) year or until the procured supply is consumed.
5. The BIDDER shall provide free installation and demo of service printer and free unlimited emergency service request during normal / regular working hours.
6. The BIDDER shall provide full replacement of spare parts and drum kit unit free of charge as determined by service provider personnel and replacement / repair of toners once found defective.




Prepared by:


EDWIN E. DELOSO
Administrative Officer V

Checked by:


ANN M. GACIAS
Chief, Administrative Division

Approved:


SUNNY BOY O. OROPEL, CES E
Regional Director