



Republic of the Philippines  
Department of Public Works and Highways  
**AGUSAN DEL NORTE**  
**DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE XIII  
J. Rosales Avenue, Butuan City

Name of Procuring Entity: **DPWH-DEO, Agusan del Norte** Request for Quotation (P.R. No.): 2024-07-0088  
Revised on \_\_\_\_\_ Date : 7/5/2024  
Standard Form/T **REQUEST FOR QUOTATION** Office/End-User : Administrative Section  
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 \_\_\_\_\_ in the return envelope attached herewith, to the Procurement Unit, DPWH-DEO, Agusan del Norte.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within 60 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 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 shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P 600,204.00**

**REYNALDO B. PALIMA**  
Chief, Planning and Design Section  
Vice-BAC Chairperson

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	<b>Multi-Function Laser Printer</b> (A4/Monochrome)	1	unit		
	<b>Specifications:</b>				
	Print Technology: Laser (Monochrome)				
	Print and Copy Speed: 40 ppm/cpm; speed measured using A4 size paper				
	speed measured using A4 size paper				
	Print Quality: 1200 x 1200 dpi				
	Scan Resolution: 600 dpi				
	Scan Features: Multi-sheet scan to single PDF file				
	Monthly Duty Cycle: 75,000 pages				
	Memory: 1 GB				
	Toner System: Genuine Toner (high yield);				
	Toner must be available nationwide.				
	Certificate of Authenticity is required.				
	Network Interface: Gigabit Ethernet				
	I/O Ports: USB 2.0; Ethernet (RJ-45)				
	<b>Paper Handling:</b>				
	Duplex Printing: Automatic two-sided printing				
	Paper Trays: Two Trays				
	(Standard Input tray, Multi-purpose tray)				
	Maximum Media Width: Legal (8.5in x 14in)				

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.

Tel. No.: (085) 817-3696/817-1436

Email Address: dpwhagusandelnorte@yahoo.com.ph

Printed Name/Signature/Date

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





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7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P 600,204.00**

**REYNALDO B. PALIMA**  
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Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<i>Media Type: Paper (bond, light, heavy, plain, recycled, rough) envelopes, labels, cardstock, photo, brochures.</i>				
	<b>Software:</b>				
	<i>Supported OS: Windows 11, 10, 8.1 (32 &amp; 64 bit)</i>				
	<i>Drivers: Original CD/DVD copy or in any electronic media storage. Must be compatible with 32-bit and 64-bit operating system.</i>				
	<b>Accessories:</b>				
	<i>Toner: Pre-installed toner with additional one (1) high yield genuine toner per color.</i>				
	<i>Cables and Connectors: All necessary cables and connectors; patch cable (CAT6, factory crimped with RJ-45 connector, 5 meters, preferably color orange)</i>				
	<b>Miscellaneous:</b>				
	<i>Brand and Model: Must be an International Brand-Name with existence of at least ten (10) years in the Philippines. It must be in the current catalog and not end-of life. The Manufacturer's certificate is required.</i>				
	<b>Regulatory:</b> ENERGY STAR certified (with Energy Star-Stamp). For printers that do not carry an Energy Star label, an appropriate means of proof of Energy consumption levels shall be submitted such as a technical				

Brand and Model :

Warranty :

Delivery Period :

Price Validity :

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**REYNALDO B. PALIMA**  
Chief, Planning and Design Section  
BAC-Vice Chairperson

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<i>dossier of the manufacturer or a test report from a recognized body to demonstrate compliance with requirement.</i>				
	<i>Documentation and Media: All equipment shall be supplied with the standard manufacturer documentation, on any electronic storage media and hard copy version where available.</i>				
	<i>Warranty and Maintenance: The Supplier is required to provide one (1) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR).</i>				
	<i>Technical Support: The local technical support shall include telephone and email, 8 hours per day (8:00am 5:00pm) 5 days a week (Monday - Friday) for problem resolution. Support shall have a response time of next business day.</i>				
2	<b>Multi-Function Laser Printer (A3/Monochrome)</b> (A3/Monochrome)	1	unit		
	<b>Specifications:</b>				
	<i>Print Technology: Laser (Monochrome)</i>				
	<i>Print and Copy Speed: 40 ppm/cpm; measured using A4 size paper</i>				
	<i>Print Quality: 1200 x 1200 dpi</i>				
	<i>Scan Resolution: 600 dpi</i>				
	<i>Scan Features: Multi-sheet scan to single PDF file,</i>				

Brand and Model : \_\_\_\_\_

Warranty : \_\_\_\_\_

Delivery Period : \_\_\_\_\_

Price Validity : \_\_\_\_\_

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Chief, Planning and Design Section  
BAC-Vice Chairperson

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<i>Monthly Duty Cycle: 100,00 pages</i>				
	<i>Memory: 1GB</i>				
	<i>Toner System: Genuine toner (high yield)</i>				
	<i>Toner System: Genuine Toner (high yield);</i>				
	<i>Toner must be available nationwide.</i>				
	<i>Certificate of Authenticity is required.</i>				
	<i>Network Interface: Gigabit Ethernet</i>				
	<i>I/O Ports: USB 2.0; Ethernet (RJ-45)</i>				
	<b>Paper Handling:</b>				
	<i>Duplex Printing: Automatic two-sided printing</i>				
	<i>Paper Trays: Two Trays (Standard Input Tray, Multi-purpose tray)</i>				
	<i>Maximum Media Size: a3, (11x17in)</i>				
	<i>Media Type: Paper (bond, light, plain, recycled, rough), envelopes, labels</i>				
	<i>cardstock, photo, brochures.</i>				
	<b>Software:</b>				
	<i>Supported OS: Windows 11, 10, 8.1 (32-bit and 64-bit)</i>				
	<i>Drivers: Original CD/DVD copy or in any electronic media storage.</i>				
	<i>Must be compatible with 32-bit and 64-bit operating system.</i>				
	<b>Software:</b>				
	<i>Supported OS: Windows 11, 10, 8.1 (32 &amp; 64 bit)</i>				
	<i>Drivers: Original CD/DVD copy or in any</i>				
	<i>electronic media storage. Must be compatible</i>				

Brand and Model :

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Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<i>with 32-bit and 64-bit operating system.</i>				
	<b>Accessories:</b>				
	<i>Toner: Pre-installed toner with additional</i>				
	<i>one (1) high yield genuine toner per color.</i>				
	<i>Cables and Connectors: All necessary cables and</i>				
	<i>connectors; patch cable (CAT6, factory crimped with</i>				
	<i>RJ-45 connector, 5 meters, preferably color orange)</i>				
	<b>Miscellaneous:</b>				
	<i>Brand and Model: Must be an International Brand-</i>				
	<i>Name with existence of at least ten (10) years in the</i>				
	<i>Philippines. It must be in the current catalog and not</i>				
	<i>end-of life. The Manufacturer's certificate is required.</i>				
	<b>Regulatory:</b> <i>ENERGY STAR certified (with Energy Star-</i>				
	<i>Star Stamp). For printers that do not carry an Energy</i>				
	<i>Star label, an appropriate means of proof of Energy</i>				
	<i>consumption levels shall be submitted such as a technical</i>				
	<i>dossier of the manufacturer or a test report from a</i>				
	<i>recognized body to demonstrate compliance with requirement.</i>				
	<b>Documentation and Media:</b> <i>All equipment shall be</i>				
	<i>supplied with the standard manufacturer documentation, on any</i>				
	<i>electronic storage media and hard copy version where available.</i>				
	<b>Warranty and Maintenance:</b> <i>The Supplier is required to</i>				
	<i>provide one (1) year warranty for parts and onsite labor</i>				

Brand and Model : \_\_\_\_\_

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