



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**MASBATE 1st DISTRICT ENGINEERING OFFICE**  
San Fernando, Masbate, Region V



Name of Procuring Entity: DPWH, Masbate 1st Dist. Engineering Office, San Fernando, Masbate

Request for Quotation (P.R. No.): 2025 - 03 - 017

Revised On:

Date: March 27, 2025

Standard Form/Title:

**REQUEST FOR QUOTATION**

Office/End-User: DPWH Mas. 1st DEO

COMPANY NAME:

ADDRESS:

TEL. NO./FAX No.:

TIN. NO.

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 2:00 P.M. of \_\_\_\_\_ in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH, San Fernando, Masbate.

**TERMS AND CONDITIONS:**

- All entries must be typewritten or legibly written.
- Delivery period within **30 Cal. 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.
- Warranty shall be for a minimum of three (3) months for suppliers & materials; one year for Equipment from date of acceptance by the End-User.
- Price validity shall be for a period of sixty (60) calendar days.
- G-EPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product (if applicable)
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is **Php 990,492.00**.

**ELVIE A. BENIG**  
Chief, Planning and Design Section  
BAC Chairperson

ITEM NO.	ITEMS AND DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Computer Laptop (for specialized software use) (see attached spec)	1	unit		
2	Printer Multifunction Inkjet (A3) (see attached spec)	8	unit		
3	Printer Multifunction Inkjet (A4) (see attached spec)	4	unit		
4	Scanner (sheetfed A4) (see attached spec)	2	unit		
	X-X				
	***Purchase of Printer, Laptop, and Scanner for use in DPWH Masbate 1st District Engineering Office, San Fernando, Masbate***				

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) listed above.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
(Supplier's Representative)



**Name of Equipment: DOCUMENT SCANNER (Sheetfed, A4)**

**Description:** For daily document scanning

<i>Main Equipment Components</i>	<i>Specification</i>
<b>General</b>	
<i>Scan Technology</i>	Sheetfed Scanner
<i>Sensors</i>	Contact Image Sensor (CIS); Multi-feed detection sensor
<i>Scan Speed</i>	40 ppm
<i>Color Depth</i>	24-bit
<i>Scan Resolution</i>	600 dpi
<i>Document Processing Function</i>	Optical Character Recognition (OCR)
<i>Duty Cycle (daily)</i>	6,500 pages
<i>File Format</i>	PDF, searchable PDF, JPG, BMP, TIFF
<i>File Destination</i>	USB, Network Folder, Scan to Email, Scan to Management Software
<i>Duplex Scanning</i>	Automatic two-sided scanning
<i>Network Interface</i>	Gigabit Ethernet
<i>IO Ports</i>	USB 2.0; Ethernet (RJ-45)
<b>Paper Handling</b>	
<i>Maximum Media Size</i>	Legal (8.5 x 14 in)
<i>ADF capacity</i>	80 sheets
<i>Media Type</i>	Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, photo, brochures
<b>Software</b>	
<i>Supported OS</i>	Windows 11, 10
<i>Management Software</i>	Pre-installed scanning applications software
<i>Drivers</i>	Original CD/DVD copy or in any electronic media storage.
<b>Accessories</b>	<b><i>Specification</i></b>
<i>Cables and Connectors</i>	All necessary cables and connectors; patch cable (CAT6, factory crimped with RJ-45 connector, 5 meters, preferably color orange)

**Other Requirements:**

**Brand and Model:** Must be globally recognized brand of scanners and has been marketed in the Philippines for the last ten (10) years. It must be in the current catalog and not end-of-life. The Manufacturer's certificate is required.

**Regulatory:** ENERGY STAR certified (with Energy Star Stamp). For Scanner that do not carry Energy Star label, an appropriate means of proof of Energy consumption level shall be submitted such as technical dossier of the manufacturer or attest report from a recognized body to demonstrate compliance with this requirement.

**Documentation and Media:** The equipment shall be supplied with standard manufacturer documentation, on any electronic storage media and hard copy version where available.





Department of Public Works and Highways  
CENTRAL OFFICE

**Standard Technical Specifications for  
Document Scanner**

Doc. Code:

QMS-11.1.1-047 Rev01

Page No.:

Page 2 of 2

**Name of Equipment:** DOCUMENT SCANNER (Sheetfed, A4)

**Description:** For daily document scanning

**Warranty and Maintenance:** The Supplier must provide one (1) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR).

**Technical Support:** The local technical support through telephone and email, 8 hours per day (8:00 am - 5:00 pm), 5 days a week (Monday - Friday) for problem resolution. Support shall have a response time of next business day.

**Additional Notes:** This technical specification shall be issued along with the Certification issued by IMS.

Prepared by:

Checked by:

**MARY JANE N. PANTOJA**  
Chief, Business Innovation Division

**RHALF B. CAWALING**  
Director, Information Management Service

Approved by:

**ADOR G. CANLAS, CESO IV**  
Undersecretary, Technical Services  
and Information Management Service

Approved Date: **010725**



**Name of Equipment: MULTIFUNCTION INKJET PRINTER (A3)**

**Description:** For daily document printing, copying and scanning

**Main Equipment Components**

**Specification**

**General**

<i>Print Technology</i>	Inkjet (Color)
<i>Print Speed</i>	Minimum speed of 30 ppm or 20 ipm; speed measured using A4/Letter size paper
<i>Print Quality</i>	4800 x 1200 dpi
<i>Copy Speed</i>	Minimum speed of 30 cpm or 11 ipm; speed measured using A4/Letter size paper
<i>Scan Resolution</i>	1200 dpi
<i>Scan Features</i>	Multi-sheet scan to single PDF file; Scan to Network Folder; Scan to USB/Memory Device
<i>Scan Type</i>	Flatbed and ADF
<i>Duty Cycle</i>	5,000 pages per month
<i>Memory</i>	Manufacturer's Standard
<i>Ink/Toner System</i>	Continuous Ink Supply System or Ink Tank System (original or built-in); Refill must be available nationwide. Certificate of Authenticity is required. Pre-installed ink tanks with an additional three (3) standard ink refill bottles per color.
<i>Network Interface</i>	Fast Ethernet
<i>IO Ports</i>	USB 2.0 (Type A); Ethernet (RJ-45)

**Paper Handling**

<i>Duplex Printing</i>	Automatic two-sided printing
<i>Paper Trays</i>	Two Trays; Standard Input tray (250 sheets), Multi-purpose tray (50 sheets)
<i>Maximum Media Size</i>	A3 (11.7in x 17in)
<i>Media Type</i>	Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, photo, brochures.

**Software**

<i>Supported OS</i>	Windows 11, 10
<i>Drivers</i>	Original CD/DVD copy or in any electronic media storage.

**Accessories**

**Specification**

<i>Cables and Connectors</i>	All necessary cables and connectors; patch cable (CAT6, factory crimped with RJ-45 connector, 5 meters, preferably color orange).
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**Other Requirements:**

**Brand and Model:** Must be globally recognized brand of printers and has been marketed in the Philippines for the last ten (10) years. It must be in the current catalog and not end-of-life. The Manufacturer's certificate is required.

**Regulatory:** ENERGY STAR certified (with Energy Star Stamp). For printers that do not carry Energy Star label, an appropriate means of proof of Energy consumption level shall be submitted such as technical dossier of the manufacturer or attest report from a recognized body to demonstrate compliance with this requirement.

**Documentation and Media:** The equipment shall be supplied with standard manufacturer documentation, on any electronic storage media and hard copy version where available.





**Name of Equipment: MULTIFUNCTION INKJET PRINTER (A3)**

**Description:** For daily document printing, copying and scanning

**Warranty and Maintenance:** The Supplier must provide a one (1) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR).

**Technical Support:** The local technical support through telephone and email, 8 hours per day (8:00 am - 5:00 pm), 5 days a week (Monday - Friday) for problem resolution. Support shall have a response time of next business day.

**Additional Notes:** This technical specification shall be issued along with the Certification issued by IMS.

Prepared by:

Checked by:

**MARY JANE N. PANTOJA**  
Chief, Business Innovation Division

**RHALF B. CAWALING**  
Director, Information Management Service

Approved by:

**ADOR G. CANLAS, CESO IV**  
Undersecretary, Technical Services  
and Information Management Service

Approved Date: **010725**



**Standard Technical Specifications for  
Printer**

**Name of Equipment: MULTIFUNCTION INKJET PRINTER (A4)**

**Description:** For daily document printing, copying and scanning

<b>Main Equipment Components</b>		<b>Specification</b>
<b>General</b>		
	<i>Print Technology</i>	Inkjet (Color)
	<i>Print Speed</i>	Minimum speed of 30 ppm or 17 ipm; speed measured using A4/Letter size paper
	<i>Print Quality</i>	600 x 600 dpi
	<i>Copy Speed</i>	Minimum speed of 11.5 cpm or 5.5 ipm; speed measured using A4/Letter size paper
	<i>Scan Resolution</i>	1200 dpi
	<i>Scan Features</i>	Multi-sheet scan to single PDF file; Scan to Network Folder; Scan to USB/Memory Device
	<i>Scan Type</i>	Flatbed and ADF
	<i>Duty Cycle</i>	5,000 pages per month
	<i>Memory</i>	N/A
	<i>Ink/Toner System</i>	Continuous Ink Supply System or Ink Tank System (original or built-in); Refill must be available nationwide. Certificate of Authenticity is required. Pre-installed ink tanks with an additional three (3) standard ink refill bottles per color.
	<i>Network Interface</i>	Fast Ethernet
	<i>IO Ports</i>	USB 2.0 (Type A); Ethernet (RJ-45)
<b>Paper Handling</b>		
	<i>Duplex Printing</i>	Automatic two-sided printing
	<i>Paper Trays</i>	Two Trays; Standard Input tray (250 sheets), Multi-purpose tray (100 sheets)
	<i>Maximum Media Size</i>	Legal (8.5in x 14in)
	<i>Media Type</i>	Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, photo, brochures.
<b>Software</b>		
	<i>Supported OS</i>	Windows 11, 10
	<i>Drivers</i>	Original CD/DVD copy or in any electronic media storage.

<b>Accessories</b>	<b>Specification</b>
<i>Cables and Connectors</i>	All necessary cables and connectors; patch cable (CAT6, factory crimped with RJ-45 connector, 5 meters, preferably color orange).

**Other Requirements:**

**Brand and Model:** Must be globally recognized brand of printers and has been marketed in the Philippines for the last ten (10) years. It must be in the current catalog and not end-of-life. The Manufacturer's certificate is required.

**Regulatory:** ENERGY STAR certified (with Energy Star Stamp). For printers that do not carry Energy Star label, an appropriate means of proof of Energy consumption level shall be submitted such as technical dossier of the manufacturer or attest report from a recognized body to demonstrate compliance with this requirement.





**Name of Equipment: MULTIFUNCTION INKJET PRINTER (A4)**

**Description:** For daily document printing, copying and scanning

**Documentation and Media:** The equipment shall be supplied with standard manufacturer documentation, on any electronic storage media and hard copy version where available.

**Warranty and Maintenance:** The Supplier must provide a one (1) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR).

**Technical Support:** The local technical support through telephone and email, 8 hours per day (8:00 am - 5:00 pm), 5 days a week (Monday - Friday) for problem resolution. Support shall have a response time of next business day.

**Additional Notes:** This technical specification shall be issued along with the Certification issued by IMS.

Prepared by:

**MARY JANE N. PANTOJA**  
Chief, Business Innovation Division

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Checked by:

**RHALF B. CAWALING**  
Director, Information Management Service

Approved by:

**ADOR G. CANLAS, CESO IV**  
Undersecretary, Technical Services  
and Information Management Service

Approved Date: **010725**



**Name of Equipment: LAPTOP COMPUTER for Specialized Software Use**

**Description: For Specialized Software Use**

<b>Main Equipment Components</b>		<b>Specification</b>
<b>Laptop</b>		
	<i>Processor &amp; Chipset</i>	Core-i7 (13th Gen) or its equivalent, minimum of 16-cores and 5.0 GHz max turbo frequency
	<i>Internal Memory</i>	32 GB DDR5
	<i>Storage</i>	1 TB SSD
	<i>Display &amp; Graphics</i>	15.6"-16" Diagonal Full High-Definition Wide Screen Display; 8GB GDDR6 dedicated graphics memory
	<i>Audio</i>	Integrated high-definition audio support, integrated speakers and integrated digital microphone
	<i>Webcam</i>	Integrated widescreen HD
	<i>Cooling System</i>	Integrated cooling system
	<i>I/O Ports</i>	3 USB (2 Type-A and 1 Type-C), HDMI/DisplayPort, Audio Port, Ethernet (RJ-45)
	<i>Network Interface</i>	Bluetooth, wireless LAN (auto detecting and auto sensing), Gigabit Ethernet
	<i>Weight</i>	not more than 3.1 kg / 6.8 lbs.
<b>Software</b>		
	<i>Operating System</i>	Licensed OEM Windows 11 Professional 64-bit with media installer. Must be activated with Microsoft prior to delivery.
	<i>Recovery Media</i>	All drivers and utilities must be stored in any electronic storage media. It must be properly labelled and virus free.
	<i>Office Software</i>	Microsoft Office Standard (latest version) under Cloud Solution Provider (CSP) Agreement. The licenses must be perpetual and transferable. It must be licensed and named after the DPWH and can be added to the Department's existing tenant domain dpwhgovph.onmicrosoft.com and primary domain dpwh.gov.ph. The Supplier must present a certificate as a Certified CSP Direct Partner in the Philippines.
<b>Accessories</b>		<b>Specification</b>
	<i>Mouse</i>	Optical with mouse pad (same brand as the laptop)
	<i>Carry Case</i>	Manufacturer's Standard
	<i>Cable Adapter</i>	Gigabit Ethernet Cable Adapter (for laptop models without Ethernet port)
	<i>Headset</i>	Headset with Microphone (1-meter cable length, with noise cancellation feature, audio jack/USB connections type. Must be compatible with the offered laptop)
<b>Other Requirements:</b>		
<p><b>Brand and Model:</b> Must be globally recognized brand of computers and has been marketed in the Philippines for the last ten (10) years. It must be in the current catalog and not end-of-life. The Manufacturer's certificate is required.</p> <p>All components must be the same brand as the laptop (except for the headset), manufacturer installed and new. The Supplier is not allowed to change or add any components to the equipment.</p>		





Department of Public Works and Highways  
CENTRAL OFFICE

**Standard Technical Specifications for  
Laptop Computer**

Doc. Code: QMS-11.1.1- 043 Rev01

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**Name of Equipment: LAPTOP COMPUTER for Specialized Software Use**

**Description:** For Specialized Software Use

**Regulatory:** ENERGY STAR certified (with Energy Star Stamp). For Laptops that do not carry an Energy Star label, an appropriate means of proof of Energy consumption levels shall be submitted such as a technical dossier of the manufacturer or a test report from a recognized body to demonstrate compliance with this requirement.

**Documentation and Media:** All equipment shall be supplied with standard manufacturer documentation, on any electronic storage media and hard copy version where available.

**Warranty and Maintenance:** The Supplier must provide a 1-year warranty on all parts including mouse, headset with microphone, and associated software and onsite labor from the Date of the Inspection and Acceptance Report (IAR).

In any case that the laptop needs to be pullout for servicing, the Supplier must return the unit within two (2) weeks or a service unit with the same or higher specifications must be issued.

**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.

**Additional Notes:**

This technical specification shall be issued along with the Certification issued by IMS.

Prepared by:

Checked by:

**MARY JANE N. PANTOJA**  
Chief, Business Innovation Division  
*mb kfc*

**RHALF B. CAWALING**  
Director, Information Management Service

Approved by:

**ADOR G. CANLAS**  
Undersecretary, Technical Services  
and Information Management Service

Approved Date: **010725**