

Republic of the Philippines

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS Davao City District Engineering Office

Leon Ma. Guerrero St., Davao City



TEL. NO./FAX No.		TIN No.		
COMPANY NAME : ADDRESS :				
	(Small Value Procurement)		DPWH-DCDEO	
Standard Form/Title:	REQUEST FOR QUOTATION	Office/End-user:	PLANNING AND DESIGN SEC	TION
Revised on:		PR No. & Date:	04-041-2024	4/1/24
Name of Procuring Entity:	DPWH-DCDEO, DAVAO CITY	RFQ No. & Date:	04-041-2024 (24GLB0048)	4/4/24

TERMS AND CONDITIONS:

- 1.All entries must be typewritten or legibly written.
- 2. Delivery period within 15 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 one hundred twenty (120) calendar days.
- 5. PhilGEPS Registration Certificate, Mayor's Permit (must be certified true copy), DTI or SEC or CDA for Cooperatives, Tax Clearance, ITR, Authority of Signing Officials and Omnibus Sworn Statement (Specific to Contract) shall be attached upon submission of the quotation and every page of the document must be signed.
- 6. Bidders shall submit original brochures of the product if applicable.
- 7. Please indicate the brand for each items being offered.

Please quote your lowest price on the item(s) listed below, the Terms and Conditions stated and submit your duly signed quotation personally or thru your authorized representative (submitted thru courier/fax will not be accepted) not later than 10:00 A.M. of April 08, 2024 to the BAC Secretariat for Goods, L. Ma. Guerrero St., Davao City.

			Chairperson, BAC %		
ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE	
leavy Duty Photocopier	1	unit			
Certificate of Authenticity is required.					
etwork Interface: Gigabit Ethernet					
O Ports: USB 2.0; Ethernet (RJ-45)					
uplex Printing: Automatic two-sided printing					
:					
ocumentation, on any electronic storage media and hard copy version where available.					
echnical Support: The local technical support through telephone and email, 8 hours per day					
8:00am - 5:00pm), 5 days a week (Monday - Friday) for problem resolution. Support shall					
ave a response time of next business day.					
The state of the s	leavy Duty Photocopier int Technology: Laser (Color) int and Copy Speed: 36-40 ppm/cpm; speed measured using A4 size paper int Quality: 600 x 600 dpi can Resolution: 600 dpi can features: Multi-sheet scan to single PDF file onthly Duty Cycle: 100,000 pages emory: 1GB oner System: Genuine Toner (high yield); oner must be available nationwide. Certificate of Authenticity is required. etwork Interface: Gigabit Ethernet O Ports: USB 2.0; Ethernet (RJ-45) uplex Printing: Automatic two-sided printing aper Trays: Two Trays (Standard Input tray, Multi-purpose tray) laximum Media Size: A3 (11.7in x 17in) tedia Type: Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, ardstock, photo,brochures. upported OS: Windows 11, 10, 8.1 (32 & 64 bit) vivers: Original CD/DVD copy or in any electronic media storage. Must be compatible with 32-bit and 64-bit operating system. oner: Pre-installed toner with additional one (1) high yield genuine toner per color ables and Connectors: All necessary cables and connectors; 5 meters, preferably color range) rand and Model: Must be an International Brand Name with existence of at least 10 years in the Philippines. Unit model must be in current catalog and not end-of-life. Ianufacturer's certificate is required. legulatory: ENERGY STAR certified (with Energy Star Stamp). For printers that do not carry nergy Star label, an appropriate means of proof of Energy consumption level shall be ubmitted such as technical dossier of the manufacturer or attest report from a recognized ody to demonstrate compliance with this requirement. locumentation and Media: The equipment shall be supplied with standard manufacturer locumentation, on any electronic storage media and hard copy version where available. Technical Support: The local technical support through telephone and email, 8 hours per day	leavy Duty Photocopier int Technology: Laser (Color) int and Copy Speed: 36-40 ppm/cpm; speed measured using A4 size paper int Quality: 600 x 600 dpi can Resolution: 600 dpi can Resolution: 600 dpi can features: Multi-sheet scan to single PDF file onthly Duty Cycle: 100,000 pages emory: 1GB oner System: Genuine Toner (high yield); oner must be available nationwide. Certificate of Authenticity is required. etwork Interface: Gigabit Ethernet O Ports: USB 2.0; Ethernet (RJ-45) uplex Printing: Automatic two-sided printing aper Trays: Two Trays (Standard Input tray, Multi-purpose tray) laximum Media Size: A3 (11.7in x 17in) ledia Type: Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, ardstock, photo,brochures. upported OS: Windows 11, 10, 8.1 (32 & 64 bit) rivers: Original CD/DVD copy or in any electronic media storage. 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NOTE: Purchase of One (1) Heavy Duty Photocopier assign to Planning and Design Section, **DPWH-Davao City Sub-DEO, Davao City**

> Website: www.dpwh.gov.ph Tel. No(s).: (082) 287-3248/287-2798



Republic of the Philippines

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS Davao City District Engineering Office Leon Ma. Guerrero St., Davao City



	AMOUNT IN V	WORDS:			
				TOTAL:	
Brand	and Model :		Warranty	:	
Delive	ery Period :		Price Validity	:	
	e. If the space for l litions specified by	Delivery of Period, Warranty and Price DPWH.	e Validity are left bla		
	Telephone No.:	226-4775 (BAC Secretariat)		Printed Name / S	ignature / Designation
				Tel. No. / Cellphone No.	o. / E-mail Address

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF	S.S

AFFIDAVIT

- I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:
- 1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

- 3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
- 4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- 5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
- 6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards

Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

- 7. [Name of Bidder] complies with existing labor laws and standards; and
- 8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
- 9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
- 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN	WITNESS	WHEREOF,	I have	hereunto	set	my	hand	this	 day	of	,	20	at
		_, Philippines.											

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]