



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
Region X  
**OFFICE OF THE DISTRICT ENGINEER**  
Cagayan de Oro City 1st District Engineering Office  
Bulua, Cagayan de Oro City



Name of Procuring Entity: CDO 1st DEO

Request for Quotation (P.R. No. 2025-05-070): 2025-06-032

Revised on:

Date: June 11, 2025

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

Office/End-User: Construction 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 on JUNE 16, 2025 until 10:00 a.m., to the office of the BAC Secretariat/Procurement Unit, 10th RES Compound, Bulua, Cagayan de Oro City.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within forty (45) c.d. 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 from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Phil-GEPS Registration Certificate, the following documents must be updated: Mayor's Business Permit, DTI, Income/ Business Tax Return, Tax Clearance and Omnibus Sworn Statement (DPWH-G&S-18) shall be attached upon submission of the quotation.
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 Php 421,704.00
9. Submission of RFQ thru e-mail/courier shall not be entertained.
10. Bids must be submitted by the Proprietor/ Authorized Representative together with his original Special Power of Attorney (SPA) and valid ID.

  
**ROEL M. CONDEZA**  
OIC - Assistant District Engineer  
Concurrent Chief, Construction Section  
BAC- Chairperson

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.

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Multi-function Laser Printer (Colored) (Copier, Printer, Scanner) 1,200x2,400 dpi print resolution Automatic Document Feeder Automatic Back to Back Electronic Sorting 4 standard cassette tray (500 sheets) Stack bypass (90 sheets) Wireless LAN Supported, Mobile Supported and Cloud Interactive Lifetime free service with regular monthly preventive maintenance check -up	1	Unit		
	Conditions: The Supplier/s must provide and attached documents a copy of Notarized Manufacturer Certificate and Notarized authorized Service Provider (ASP) for the products offered and stating that the participating bidder is/are duly authorized to supply the goods. The Bidder/s or Supplier/s must also attach to the bidding documents a Certificate that they are capable to provide free monthly Maintenance and a Technical Support within 24 hours after receiving a request for assistance from the end-user, including their technical support personnel's contact details. Failure to fulfill these requirements is subject to the Bidder/s or Supplier/s performance evaluation.				

**PURPOSE:** To be used in Construction Section

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

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

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

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

After having carefully read and accepted your General Conditions, I / We quote you in 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.

BAC-Secretariat:  
Tel. No. 880-0177 Local 74619

\_\_\_\_\_  
Printed Name/Signature/Date

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



Website: <https://www.dpw.gov.ph>

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