



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**REGIONAL OFFICE II**

Dalan na Pavvurulun, RGC, Carig Sur, Tuguegarao City, Cagayan



BAGONG PILIPINAS

Procuring Entity : DPWH – Regional Office II  
Standard Form/Title : **REQUEST FOR QUOTATION**  
Revised on :  
COMPANY NAME :  
ADDRESS :  
CONTACT NUMBER :  
T.I.N. :  
RFQ No. : **2025-07-094**  
Date : August 04, 2025  
Office/End User Unit : PDD

Please quote your lowest price on all the items listed, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative **not later than 10:00 A.M. on 8/12/2025**, in a sealed envelope to the Procurement Unit, DPWH Regional Office II, Tuguegarao City, Cagayan and will be opened on the same day at **10:00 AM**.

**TERMS and CONDITIONS:**

1. All entries must be type written or legibly written.
2. Delivery period within 30 calendar days upon receipt of the approved funded Purchase Order. Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for supplies and materials; One (1) year for Equipment from date of acceptance by the end user.
4. Price Validity shall be for a period of **30 calendar days**
5. Documentary Requirements shall be attached upon submission of the quotation.
6. All items shall be procured as "One Lot"
7. Liquidated Damages pursuant to Sec. 68 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
8. Performance Bond: Yes ☐; No ☒
9. Incomplete quotation shall be declared non-responsive.
10. You may submit your Quotation and Requirements through  
capelo.kristel@dpwh.gov.ph/urbino.gabrielle\_louise@dpwh.gov.ph/  
casem.hilario@dpwh.gov.ph

**Approved Budget Ceiling: ₱600,000.00**

**Mode of Procurement: Small Value Procurement**

| Documentary Requirements                |   |
|---|---|
| Mayor's Permit :                        | / |
| DTI/SEC :                               | / |
| Tax Clearance Certificate :             | / |
| PhilGEPS Reg. No. or Reg. Certificate : | / |
| Income/ Business Tax Return :           | / |
| Omnibus Sworn Statement :               | / |

| Item No.     | Item Description                        | Brand & Model | Quantity | Unit | Unit Cost | Total Cost |
|--------------|---|---------------|----------|------|-----------|------------|
| 1            | Photocopier Machine with ARDF (colored) |               | 2        | unit |           |            |
|              | X-X-X-X-X                               |               |          |      |           |            |
|              | see attached specifications             |               |          |      |           |            |
|              | For use of Planning and Design Division |               |          |      |           |            |
| <b>TOTAL</b> |   |               |          |      |           |            |

Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_  
Warranty : \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted 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 Regional Office II.

Name & Signature of Supplier: \_\_\_\_\_  
Date: \_\_\_\_\_  
Contact Number: \_\_\_\_\_



### Minimum Specification Requirements

#### Photocopier (Colored)

| Main Equipment Components     | Specification   |
|-------------------------------|---|
| <b>General</b>                |   |
| Operational Panel             | At least 10 inches Smart Operational Panel  |
| Continuous output speed:      | 20 ppm  |
| Memory: Standard:             | 6 GB  |
| HDD:                          | 256 GB SSD  |
| ARDF Capacity:                | 100 sheets  |
| Power source:                 | 220-240V 50/60 Hz   |
| Recommended paper size:       | Envelopes, B6 to SRA3   |
| Scanning Speed:               | 80 ppm – via ARDF (200/300 dpi)   |
| Print from USB/Flash Drive:   | Supported   |
| Scan to USB/Flash Drive:      | Supported   |
| <b>Copier</b>                 |   |
| Multiple copying:             | Up to 999 copies  |
| Resolution:                   | 100, 200, 300, 400, 600 dpi   |
| Zoom:                         | From 25 % to 400% in 1% step  |
| <b>Printer</b>                |   |
| CPU:                          | 2-cores, 1.3 GHz Processor Base Frequency   |
| Print resolution:             | 1,200 x 1,200 dpi, Maximum: 4,800 x 1,200 dpi equivalent  |
| Printer language (Standard):  | PCL5c, PCL6, Postscript 3 (emulation), PDF direct (emulation)   |
| Network Interface (Standard): | Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B  |
| Windows® environments:        | Windows 11, 10, 8, 2012, 2016   |
| Print from USB/Flash Drive:   | Supported   |
| <b>Scanner</b>                |   |
| Scanning Speed:               | 80 ppm – via ARDF (200/300dpi)  |
| Resolution:                   | 100, 200, 300, 400, 600, 1200 dpi   |
| File formats:                 | Single Page TIFF, Single page JPEG, Single Page High compression PDF, Single page PDF-A, Multi page TIFF, Multi page PDF, Multi page High compression PDF, Multi Page PDF-A |
| Scan modes:                   | Email, Folder, USB  |
| Scan to USB/Flash Drive:      | Supported   |
| <b>Connectors</b>             | All necessary cables and connectors   |
| <b>Toner</b>                  | <b>Pre-installed toner for all colors</b>   |
| <b>Accessories</b>            | Pedestal mobile cabinet   |

#### Other Requirements:

|                          |   |
|--------------------------|---|
| Brand and Model          | 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.   |
| Components               | All components must be the same brand as the company, manufacturer installed and new. The Supplier is not allowed to change or add any components to the equipment.   |
| Regulatory               | ENERGY STAR certified (with Energy Star Stamp). For Copier 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 <b>1-year warranty</b> on all parts from the Date of the Inspection and Acceptance Report (IAR).<br><br><b>The Supplier shall provide lifetime free monthly service.</b>  |
| 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.<br><br><b>The Supplier must have a Service Center within Region II.</b>                                 |