



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**MINDORO ORIENTAL DISTRICT ENGINEERING OFFICE**  
Masipit, Calapan City, Oriental Mindoro, MIMAROPA REGION (IV-B)

Name of Procuring Entity	Request for Quotation (P.R. No.) : <b>2024-03-094</b>
Revised on :	Date : <b>March 18, 2024</b>
Standard Form/Title : <b>REQUEST FOR QUOTATION</b>	Office/End-User :
<b>COMPANY NAME :</b>	
<b>ADDRESS :</b>	
<b>TEL. NO./FAX No. :</b>	<b>TIN :</b>

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 10:00 AM. of March 25, 2024 in the return envelope attached herewith, to the Goods & Services Division, Procurement Services, Masipit, Calapan City, Oriental Mindoro.

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written.
2. Delivery period within 60 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 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/SEC shall be attached upon submission of the quotation
6. The approved budget ceiling for this procurement is 383,152.82.
7. The DPWH reserves the right to accept or reject any bid to annul the bidding process and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.
8. Bidder/s may submit an open or sealed quotation.
9. RFQ can be submitted in person or thru registered mails, facsimile or email.

  
**ALBIEM M. MAHIA**  
Assistant District Engineer  
(BAC-Chairperson)

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	<b>A3 FULL COLOR MACHINE (BLACK &amp; COLORED PRINT/COPY/SCAN)</b> <ul style="list-style-type: none"><li>• Full Color Digital Copier with Network Printing, Color Scanning &amp; Optional Network Fax</li><li>• HyPAS solution platform technology enabled</li><li>• Copy and Print speed of 24 copies per minute A4</li><li>• 4.3 inch Color Touch Screen Panel</li><li>• Warm-up time 30 seconds or less and First Copy Out Time at 7.6</li><li>• Paper Size from A6R up to A3</li><li>• Standard Memory Capacity is 1.5GB, max 3GB plus 128GB SSD options</li><li>• Paper Capacity of 500 sheets cassette and 100-sheets multi-purpose</li><li>• Built-in 30 sheets Job Separator tray</li><li>• Built-in 50 sheets Reversing Document Processor and Stackless Duplex</li><li>• Compatible with Windows, Macintosh. Linux and Unix</li><li>• Interface: USB 2.0 Ethernet USB Host, NFC Tag, WIFI Direct option</li><li>• Scan to SMB/E mail/FTP/USB Host/Box Network TWAIN Scan and WSD</li><li>• Power consumption copying/printing 580W or less</li><li>• Maintenance Kit of 200,000 copies</li></ul> <p>The awarding of Contract/P.O. under this RFQ will be on a lump-sum basis, hence, Supplier must quote for all of the items. Any erasure, correction or alteration made by the Supplier in any of the items shall render the bid non-complying, hence, a ground for disqualification.</p>	1	unit		

**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. \_\_\_\_\_ Telefax: \_\_\_\_\_

\_\_\_\_\_  
Printed Name / Signature / Date  
Tel. No. / Cellphone No. / E-mail Address



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