



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CAGAYAN 1ST DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE II
Aparri, Cagayan

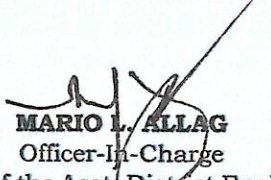


Procuring Entity: : DPWH-Cagayan 1st DEO RFQ No. : 2024-05-058
Standard : **REQUEST FOR QUOTATION** Date: : May 29, 2024
Form/Title
Revised on : _____ Office/End User : Maintenance Section
P.R. No. : 2024-05-149 dtd. May 20, 2024
Contract ID No. : 24GBB044
Contract Name : Supply and Delivery of Various IT Equipment
Contract Location : DPWH-CFDEO (Maintenance Section), Aparri, Cagayan
Procurement Mode : Negotiated Procurement - Small Value Procurement (Sec. 53.9)
COMPANY NAME : _____
ADDRESS : _____
TEL. N^o./FAX. N^o : _____
T.I.N. : _____

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 o'clock of June 3, 2024** in a sealed envelope to the Procurement Unit, DPWH-Cagayan First District Engineering Office, Aparri, Cagayan and will be opened on the same day at **10:01 o'clock**.

TERMS and CONDITIONS:

1. All entries must be type written or legibly written.
2. Delivery Period within **5-7 calendar days upon receipt of the approved funded Purchase/Work Order**. Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
3. Warranty: Yes _____; No _____
If yes, shall be for a minimum of three (3) months for supplies and materials; one (1) year for equipment from date or acceptance by the end user. **(See attached specifications for IT Equipment)**
4. Price validity shall be for a period of 30 calendar days.
5. PhilGEPS Registration Certificate/Mayor's Permit/DTI 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. The Approved Budget Ceiling for this procurement is **Php 554,500.00**.
11. Omnibus Sworn Statement shall be attached upon submission of the quotation if the ABC is above 50T.


MARIO L. ALLAG
Officer-In-Charge
Office of the Asst. District Engineer
BAC Vice-Chairperson

Item No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Desktop Computer	2	units		
2	Network Printer	1	unit		
3	UPS	3	units		
	X-X-X-X-X				
	For use in the Maintenance Section.				

				TOTAL	
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Brand and Model :

Warranty :

Delivery Period :



Price Validity :

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

Printed Name / Signature / Date

Tel. No./CP No. & email address

Page 2 of 2

 Website: www.dpwh.gov.ph
 Tel. No(s).: (078) 825 1299





Department of Public Works and Highways
Information Management Service
IT SERVICE DESK
Bonifacio Drive, Port Area, Manila

Form No. IMS-2021-07-02

HARDWARE AND SOFTWARE PURCHASE REQUEST FORM

Request ID No. **R72260-W58367**

REQUEST

(to be filled out by Requester)

Date of Application: **Aug 14, 2023**

DPWH Site: District Engineering Office ☐ Cagayan 1st DEO Aparri, Cagayan

Contact / Local Nos.: 27011

Request for (please choose):

☒ Hardware / IT Equipment

☐ Software

Type of Hardware/Software	Description /Purpose /Name of End-user	No. of units /licenses	Office Unit (Division/Section)
Desktop	Applications Use /reports, PCMA & other Maintenance Section concerns / Engr. Rovelyn M. Quilang Engr. Roger O. Cabacungan	2	Maintenance
Printer	Administrative Use /reports & other Maintenance Section concerns / Engr. Rovelyn M. Quilang Engr. Gerry T. Mabbun	2	Maintenance
UPS	Engr. Rovelyn Quilang, Engr. Gerry T. Mabbun Engr. Zyranie Villa	3	Maintenance

*Please use another request form, if necessary.

AGREEMENT

I have read and understood the Guidelines on the Procurement, Turn-over, Inspection, Disposal, and Inventory of Information and Communication Technology (ICT) Resources, Department Order No. 167, series 2022, and hereby agree to abide to these; that any violation thereof shall be subject to disciplinary actions in accordance with the Sanctions stated in Section 5.

Requested by:

LUDY C. AGUBA, JR.

Supply Officer II
(Signature over Printed Name)

Assessed by: (for RO and DEO only)

☒ as to quantity ☒ as to purpose

JOCELYN M. RIAZONDA

CMT II / IT Support Officer
(Signature over Printed Name)

Approved by:

OSCAR G. GUMIRAN, Ph.D.

District Engineer
(Signature over Printed Name)

EVALUATION OF REQUEST

(To be filled-out by ITAMS-IMS)

Dated Received: **10/11/23; 10/18/23**

Dated Evaluated: **10/19/23**

Procurement under projects:

Latest Inventory Report on record: **Sept. 2023**

n/a

Has submitted the PPMP & ILG for IT Equipment and Software? ☒ YES ☐ NO Fiscal Year: **2023**

Assessment based on approved PPMP

Office	Hardware / Software	Approved Quantity	Remaining Balance	Status	Remarks
MS:	Desktop (apps)	2	-	Approved.	For our detailed evaluation, please see attached Annex A.
MS:	Multifunction Inkjet Printer (A3)	2	-	Approved.	
MS:	UPS (for Workstation)	3	-	Approved.	
	XX				

Evaluated by:

NOEMI R. LIM

Chief, IT Assets Management Section
(Signature over Printed Name) **KGS**

Evaluated by:

FORTUNATO G. BERGANI, JR.

Chief, User Support Division
(Signature over Printed Name)

Approved by:

RHALF B. CAWALING

Director, Information Management Service
(Signature over Printed Name)



Name of Equipment: DESKTOP COMPUTER for Applications Use

Description: For Applications Use

Main Equipment Components		Specification
Computer	<i>Processor & Chipset</i>	Core-i5 (12th Gen), 6-cores and 64-bit or its equivalent
	<i>Internal Memory</i>	16 GB DDR4
	<i>Storage</i>	1TB 7200RPM HDD + 512GB SSD
	<i>Display & Graphics</i>	21-inch Diagonal Full High-Definition Wide Screen or Wide Viewing Angle LED Display (same brand as CPU); 2 GB GDDR6 dedicated graphics memory
	<i>Audio</i>	Integrated Sound Card with internal / external speaker
	<i>Expansion Slot</i>	4 slots on-board, at least 1 PCI Express slot
	<i>I/O Ports</i>	6 USB (2 front, 4 rear atleast 1 Type-C), VGA, Audio, HDMI / Display Port, Ethernet (RJ-45)
	<i>Network Interface</i>	Integrated Gigabit Ethernet
	<i>Casing</i>	Two (2) external drive bays
Software	<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.
Accessories		Specification
	<i>Keyboard</i>	Manufacturer's Standard (same brand as the Computer)
	<i>Mouse</i>	Optical with mouse pad (same brand as the Computer)
	<i>Webcam</i>	2MP FHD
	<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 desktop)
	<i>Power Supply</i>	Manufacturer's Standard
	<i>Cables and Connectors</i>	All necessary cables and connectors; patch cord (CAT6, factory crimped with RJ-45 connector, 5 meters, preferably color orange).

Other Requirements:

Brand and Model: Must be an International Brand Name with existence of at least ten (10) years in the Philippines. 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 Computer (except for the webcam, and headset) and manufacturer installed. The supplier is not allowed to change or add any components to the equipment.



Department of Public Works and Highways
CENTRAL OFFICE

**Standard Technical Specifications for
ICT Equipment**

Issue Date:	03 19 24
Doc. Code:	DPWH-IMS-OMP-IMSPPS-04-03c
Revision No.	3
Page No.	Page 2 of 2

Name of Equipment: DESKTOP COMPUTER for Applications Use

Description: For Applications Use

Regulatory: ENERGY STAR certified (with Energy Star Stamp). For Desktop Computers 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 is required to provide a 1-yr warranty on all parts including mouse, and headset with microphone, associated software and onsite labor from the Date of the Inspection and Acceptance Report (IAR).


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:

The UPS (650VA) shall be issued in bundle with the Desktop Computer for Applications Use tech specs.

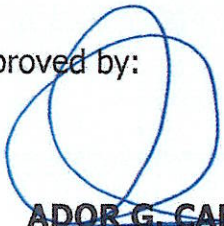
Prepared by:

Checked by:


MARY JANE N. PANTOJA
Chief, Business Innovation Division
KEA KFC


RHALF B. CAWALING
Director, Information Management Service

Approved by:


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



Name of Equipment: MULTIFUNCTION INKJET PRINTER (A3)

Description: For daily document printing, copying and scanning

Main Equipment Components

Specification

General

Print Technology

Inkjet (Color)

Print Speed

Draft: 32 ppm or ISO: 20 ipm; speed measured using A4/Letter size paper

Print Quality

4800 x 1200 dpi

Copy Speed

Draft: 30 cpm or ISO: 11 ipm; speed measured using A4/Letter size paper

Scan Resolution

1200 dpi

Scan Features

Multi-sheet scan to single PDF file

Scan Type

Flatbed and ADF

Duty Cycle

5,000 pages per month

Ink System

Continuous Ink Supply System or Ink Tank System (original or built-in); Refill must be available nationwide. Certificate of Authenticity is required.

Network Interface

Fast Ethernet

IO Ports

USB 2.0; Ethernet (RJ-45)

Paper Handling

Duplex Printing

Automatic two-sided printing

Paper Trays

Two Trays (Standard Input tray, Multi-purpose tray)

Maximum Media Size

A3 (11.7in x 17in)

Media Type

Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, photo, brochures.

Software

Supported OS

Windows 11, 10, 8.1 (32-bit and 64-bit)

Drivers

Original CD/DVD copy or in any electronic media storage. Must be compatible with 32-bit and 64-bit operating system.

Accessories

Specification

Ink Tank

Pre-installed ink tanks with additional three (3) standard ink refill bottles per color.

Cables and Connectors

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 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. 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.



Department of Public Works and Highways
CENTRAL OFFICE

**Standard Technical Specifications for
ICT Equipment**

Issue Date:

03 19 24

Doc. Code:

DPWH-IMS-OMP-IMSPPS-04-08c

Revision No.

5

Page No.

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Name of Equipment: MULTIFUNCTION INKJET PRINTER (A3)

Description: For daily document printing, copying and scanning

Warranty and Maintenance: The Supplier is required to 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 (8:00am - 5:00pm), 5 days a week (Monday - Friday) for problem resolution. Support shall have a response time of next business day.

Additional Notes: N/A

Prepared by:

Checked by:


MARY JANE N. PANTOJA
Chief, Business Innovation Division
APR


RHALF B. CAWALING
Director, Information Management Service

Approved by:


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



Department of Public Works and Highways
CENTRAL OFFICE

**Standard Technical Specifications for
ICT Equipment**

Issue Date:

03 19 24

Doc. Code:

DPWH-IMS-OMP-IMSPPS-04-11b

Revision No.

5

Page No.

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Name of Equipment: UPS (650VA) for Workstation

Description: Continuous power supply and data loss prevention

Main Equipment Components

Specification

Power Ratings

650VA/390W
230V - Input/Output Voltage
5 minutes back-up power at half load
8 hours recharge time

*Outlets
Features*

2 power output / connectors
Built-in Automatic Voltage Regulator (AVR), Automatic Self-Test (built-in), Alarms (Online, on battery, replacement battery, and overload)

Accessories

Specification

Cables and Connectors

All necessary cables and connectors.

Other Requirements:

Brand and Model: Must be an International Brand Name with existence of at least five (5) years in the Philippines. Unit model must be in current catalog and not end-of-life. Manufacturer's certificate is required.

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 is required to provide a one (1) year warranty for parts and on-site labor from the date of the Inspection and Acceptance Report.


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: N/A

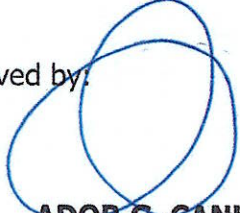
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