



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**Region III**  
**OFFICE OF THE REGIONAL DIRECTOR**  
Sindalan, City of San Fernando, Pampanga



March 14, 2025

**NOTICE OF PROCUREMENT  
THRU ALTERNATIVE METHODS**

Please be informed that the Department of Public Works and Highways, Regional Office No. III, Sindalan, City of San Fernando, Pampanga through the Bids and Awards Committee (BAC) shall be undertaking thru ***Small Value Procurement*** the hereunder project, pursuant to Section 53.9 of the Revised IRR of RA 9184, to wit:

Purchase Request No.	Description	Amount
2025-03-0036 dated March 11, 2025	Supply, Delivery and Commissioning of two (2) units Multi-Function Color Copiers for DPWH Bataan 3rd District Engineering Office, Balanga City, Bataan.	PHP 870,000.00

**ARTHUR Q. SANTOS**  
Chief, Planning and Design Division  
(BAC-Chairman)



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Name of Procuring Entity: DPWH Regional Office No. III Request for Quotation (P.R. No.): 2025-03-0036  
Revised on: N/A Date: March 11, 2025 ABC: PHP 870,000.00  
Standard Form/Title: REQUEST FOR QUOTATION Office/End-User: Bataan 3rd District Engineering Office

Mode of Procurement : Small Value Procurement

COMPANY NAME : PHILGEPS No.:  
ADDRESS : TCC No.:  
TEL./FAX NUMBER : TIN:

Please submit your quotation for the item (s) listed below, which may be submitted in person at Bidding Room, Procurement Unit, 2nd Floor, DPWH Regional Office No. III Bldg., Sindalan, City of San Fernando, Pampanga, or thru registered mail, not later than 10:00 A.M. of **March 18, 2025** Quotation may be submitted open or sealed and should be duly signed by the firm's owner or authorized representative to the terms and condition, hereof.

**TERMS AND CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within Thirty (30) 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 Inventory/Common Office Supplies and one (1) year for Office Equipment from the date of acceptance by the end-user.
4. Price validity must be stated by the Bidder. Price validity must not be less than sixty (60) Calendar Days
5. PhilGEPS Registration Certificate and/or PhilGEPS Registration Number, Mayor's/Business Permit, Latest Tax Clearance, Income/Business Tax Return and Duly Notarized Omnibus Sworn Statement shall be attached upon submission of the quotation.
6. Bidders must quote for all the items. Any erasure, correction or alternation made by the bidders in any of the items shall render the bid non-complying, hence, a ground for disqualification.
7. Please indicate the brand for each items being offered.
8. To present a sample for inspection as indicated in the items to be bid for.
9. 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.

**ARTHUR Q. SANTOS**  
Chief, Planning and Design Division  
(BAC Chairman)

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Supply, Delivery and Commissioning of two (2) units Multi-Function Color Copiers for DPWH Bataan 3rd District Engineering Office, Balanga City, Bataan</b>				
<b>1</b>	<b>Multi-function color copier</b>	<b>2</b>	<b>units</b>		
	Type: Full Color Printer/Copier/Scanner				
	<b>Minimum Specifications:</b>				
	Can scan, copy and print highly graphical and colored materials				
	Easy integration with our existing Local Area Network				
	<b>Standard Memory Capacity: 4GB</b>				
	<b>Storage:</b> at least 32GB SSD with expandable Hard Disk Drive				
	Print size from A6R up to SRA3				
	<b>High Paper Load Capacity:</b> a minimum of three (3) cassettes with included bypass tray, with at least 500 sheets of paper per cassette and 150 sheets for the bypass tray, for a Total Minimum Load of capacity of 1,650 sheets of paper.				
	<b>Copy/Print Speed Black and Color:</b> at least 25ppm				
	<b>Copy Resolution:</b> up to 600 x 600dpi				
	<b>Print Resolution:</b> up to 4,800dpi x 1,200dpi				
	<b>Maintenance Kit/Module:</b> at least 600,000 copies				
	<b>Operating System:</b> Windows OS, MAC OS X Version 10.9 or higher, Unix and Linux				
	<b>Scan Resolution:</b> up to 1,200 x 1,200dpi s 1,200dpi				
	<b>Supported File Formats:</b> TIFF; PDF; JPEG; XPS; Open XPS; Searchable PDF; PDF/A; Post Script				
	<b>Miscellaneous:</b> Brand and Model: must be an international brand name with an existence of at least ten (10) years in the Philippines. Unit Model must be in the current catalog and not end-of-life and that parts and associated components for the same must be available for atleast five (5) years from the date of delivery. <b>Manufacturers Certificate is Required.</b>				

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.

Brand and Model: \_\_\_\_\_  
Delivery Period: \_\_\_\_\_

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

Printed Name / Signature / Date

Tel. No./Cellphone No./E-mail address

Tel Nos. 045-455-0566

RVE/BDE/KQL

