



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>2025-03-120</b>
Revised on :	Date : <b>March 10, 2025</b>
Standard Form/Title : <b>REQUEST FOR QUOTATION</b>	Office/End-User : <b>Procurement Unit (BAC), Administrative Section and ICTU</b>
<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 April 22, 2025 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, Income/Business Tax Return, Omnibus Sworn Statement shall be attached upon submission of the quotation
6. The approved budget ceiling for this procurement is **979,000.00**
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.

  
**LUIS B. BERON**  
Engineer III  
(BAC-Chairperson)

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
<b>2</b>	<b>MULTI FUNCTION INKJET PRINTER (A4)</b>	<b>1</b>	<b>unit</b>		
	Print Technology Inkjet (Color)				
	Print Speed Minimum speed of 30 ppm or 17 ipm; speed measured using A4/Letter size paper				
	Print Quality 600 x 600 dpi				
	Copy Speed Minimum speed of 11.5 cpm or 5.5 ipm' speed measured using A4/Letter Size paper				
	Scan Resolution 1200 dpi				
	Scan Features Multi-sheet scan to single PDF file, Scan to Network Folder; Scan to USB/Memory Device				
	Scan Type Flatbed and ADF				
	Monthly Duty Cycle 5,000 pages per month				
	Memory N/A				
	Ink/Toner System Continuous Ink Supply System or Ink Tank System (original/built-in) ; Refill must be available nationwide. Certificate of Authenticity is required. Pre-installed Ink Tanks with an additional three (3) standard Ink Refill bottles per color				
	Network Interface Fast Ethernet				
	IO Ports USB 2.0 (Type A); Ethernet (RJ-45)				
	<b>PAPER HANDLING</b>				
	Duplex Printing Automatic two-sided printing				
	Paper Trays Two Trays ( Standard Input tray (250 sheets), Multi-purpose tray (100 sheets)				
	Maximum Media Size Legal ( 8.5in x 14in)				
	Media Type Paper (bond,light, heavy, plain, recycled, rough) envelopes, labels, cardstock, photo, brochures.				
	<b>SOFTWARE</b>				

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_

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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Supported OS Windows 11,10				
	Drivers Original CD/DVD copy or any electronic media storage. Must be compatible with 32-bit and 64-bit operating				
	<b>ACCESSORIES</b>				
	Cables and Connectors All necessary cables and connectors; patch cable (CAT53, factory crimped with RJ-45 connector, 5 meter, preferably color orange				
	<b>OTHER REQUIREMENTS</b>				
	Brand and Model Must be an International Brand Name with existence of at least ten (10) years in the Philippines. Unit model must be in the 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 the standard manufacturer's documentation, on any electronic storage media and hard copy version where available.				
	Warranty and Maintenance The Supplier is required to provide a three (3) year warranty for parts and on-site 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.				
	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.				

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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
<b>3</b>	<b>LAPTOP COMPUTER (APPLICATION USE)</b>	<b>2</b>	<b>unit</b>		
	Processor & Chipset Core-i5 (13th Gen), or its equivalent minimum of 10-cores and 4.60 GHz max turbo refrequency				
	Internal Memory 16GB DD4				
	Storage 512GB SSD				
	Display and Graphics 14" Diagonal Full High-Definition Wide Screen Display; with integrated graphics memory				
	Audio Integrated high definition audio support, integrated stereo speakers and integrated digital microphone				
	Webcam Integrated widescreen HD				
	IO Ports 3 USB (atleast 1 Type-C), HDMI/Display Port, Headphone/Microphone Jack				
	Network Interface Bluetooth, and wireless LAN (auto detecting and auto sensing)				
	Weight Not more than 1.9 kg / 4.2 lbs				
	<b>SOFTWARE</b>				
	Operating System Licensed OEM Windows 11 Professional 64-bit with media installer. Must be activated with Microsoft prior to delivery.				
	Recovery Media All drivers and utilities stored in any electronic storage media. It must be properly labelled and				
	Office Software Microsoft Office Standard (latest version) under Cloud Solution Provider (CSP) Agreement. The licenses must be perpetual and transferrable. It must be licensed and name 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.				

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**Delivery Period** : \_\_\_\_\_ **Price Validity** : \_\_\_\_\_

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<b>ACCESSORIES</b>					
	Mouse Optical with mouse pad (same brand as the Laptop)				
	Carry Case Manufacturer's Standard				
	Cable Adapter Gigabit Ethernet Cable Adapter ( for laptop models without Ethernet port)				
	Headset Headset with microphone (1-meter cable length, with noise cancellation feature, audio jack/usb connections type. Must be compatible with the				
<b>OTHER REQUIREMENTS</b>					
	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				
	All components must be same brand as the laptop (except for the headset), 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 laptops that do not carry Energy Star label, an appropriate means of proof of Energy consumption levels shall be submitted such as technical dossier of the manufacturer or a test report from a recognized body to demonstrate compliance with				
	Documentation and Media The equipment shall be supplied with the standard manufacturer's documentation, on any electronic storage media and hard copy version where available.				

**Brand and Model** : \_\_\_\_\_ **Warranty** : \_\_\_\_\_  
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