



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE XIII
J. Rosales Avenue, Butuan City

Name of Procuring Entity : DPWH R.O. XIII, Butuan City	Request for Quotation (P.R. No.): 2025-06-247	
Revised on : _____	Date : June 18, 2025	ABC : Php 82,677.78
Standard Form/Title : REQUEST FOR QUOTATION	Office /End-user : Administrative Division	
COMPANY NAME :		
ADDRESS :		
TEL. NO./FAX NO. :		TIN :

Please submit your quotation for the item/s listed below, subject to the Terms and Conditions hereof, which may be submitted in person or thru registered mail not later than 10:00 A.M. of **JUN 27 2025** in a sealed or open envelope duly signed by the firm's owner or authorized representative, to the BAC Secretariat for Goods, DPWH Regional Office XIII, J. Rosales Avenue, Butuan City.

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within 90 Cal. Days upon receipt of the approved funded Purchase Order (PO) Administrative penalties pursuant to Sec.69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for Equipment; three (3) years for IT equipment from date of acceptance by the end user.
- Price validity shall be for a period of sixty (60) calendar days.
- PhilGEPS Registration Number, certified true copy of Mayor's Permit and DTI or SEC shall be attached upon submission of the quotation.
- Certified true copy of Income/Business Tax Return for ABC Php500K & above and Notarized Omnibus Sworn of Statement for ABC Php50K & above shall be submitted before the award of Purchase Order (PO) for Small Value Procurement (Sect. 53.9 of the Revised IRR-RA9184).
- 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.


JOEY B. GINGANE
Chief, Administrative Division
BAC-Chairperson

1st extension : _____
2nd extension : _____
3rd extension : _____

The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all the items. Otherwise they will be subjected for disqualification.

ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Multifunction Inkjet Printer(A3)	1	unit		
	Print Technology: InkJet (color)				
	Print Speed Minimum speed of 30 ppm or 20 ipm; speed measured using A4/Letter size paper				
	Print Quality: 4800 x 1200 dpi				
	Copy Speed Minimum speed of 30 cpm or 11 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				
	Duty Cycle 5,000 pages per month				
	Memory Manufacturer's Standard				
	Ink /Toner System Continuous Ink Supply system or Ink Tank System (original or 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)				
	Paper Handling				
	Duplex Printing Automatic two-sided printing				
	Paper Trays Two Trays; Standard Input Tray (250 sheets), Multi-purpose tray (100 sheets)				
	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				
	Drivers Original CD/DVD copy or in any electronic media storage.				
	Accessories Specification				
	Cables and Connectors All necessary cables and connectors; patch cable (CAT6, factory crimped with				
	RJ-45 connector, 5 meters, preferably color orange).				
	Other Requirments				
	Brand & Model The Offered printer must be from globally recognized brand that has been marketed				
	in the Philippines for at last the past 10 years. The model must be listed in the current catalog				
	and must not be end-of-life from the time of bidding until the expiration of the Warranty period.				
	A 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 & media The equipment shall be supplied with the standard manufacturer's				
	documenation, on nay electronic storage media and hard copy version				
	where available.				

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[illegible]

Purpose: Payroll of Salaries for Employees in DPWH Regional Office XIII

Please specify brand names & model, if applicable.

Brand :

Model :

Warranty :

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 Term and Conditions specified by DPWH.

Tel. No.: 975-9174

Telefax No.: 975-9174

c/o Procurement Staff

email: bac_r13@dpwhnet.gov.ph

Signature over Printed Name / Date

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