

Republic of the Philippines  
Department of Public Works and Highways  
NATIONAL CAPITAL REGION  
Manila

Page 1 of 2

Name of Procuring Entity	Request for Quotation (P.R.): 2024-03-017
Revised on	Date: 03/20/2024
Standard Form/Title	REQUEST FOR QUOTATION
Office/End-User:	Planning and Design Division
COMPANY NAME:	
ADDRESS :	
TEL. NO./FAX NO.:	

Please quote your lowest price on the item(s) listed below, subject to the Terms and Condition listed below and submit your quotation duly signed by your representative not later than 10:00 A.M. of March 25, 2024 in the return sealed envelope attached herewith to the BAC Secretariat, 2nd Floor, 2nd St., Port Area, Manila

**TERMS and CONDITION:**

- All entries must be type written or lightly written
- Delivery period within Ten (10) calendar days 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.
- Warranty shall be for a minimum of three (3) months for supplies & materials, three (3) years for I.T. Equipment from date of acceptance by the end-user
- Price validity shall be for a period of sixty (60) calendar days.
- PHILGEPS Registration Certificate or Registration No./ Mayor's Permit/ DTI or SEC Registration Certificate/ Tax Clearance / Omnibus Sworn Statement (For ABCs above ₱50K) / Income/Business Tax Return (For ABCs above ₱500k) shall be attached upon submission of the quotation.
- Bidders shall submit brochures showing certifications of the product applicable
- Please indicate the brand for each item being offered.
- All documents must be CERTIFIED TRUE COPY.
- The approved budget ceiling for this procurement is **Php 997,000.00**

Very truly yours,

  
**JORD ACHAS R. DAVID**  
Chief, Administrative Division  
BAC Vice Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND AND MODEL
1	Multifunction Laser Machine	2	pc	P	P	
	(Main Equipment)					
	Copier, Printer and scanner					
	Size- A5 to A3 size					
	Laser quality					
	Panel size/Resolution- 7"/800x 480					
	Memory- range to 6-8GB or higher					
	System storage- range to 8-10GB microSD					
	ADF- 130 originals, A5-A3 (35-128qsm)					
	2 cassette tray- 500 sheets per tray (60-256qsm)					
	Manual bypass- Range to 100-150 sheets					
	Automatic duplexing					
	Power consumption- less than 1.58KW					
	Dimensions- 571 X 661.5 x 786mm or equivalent (without options)					
	System weight- Range to 70-75kg					
	Print resolution- 1,800 x 600dpi or higher					
	Print speed-Range to 22-25ppm or higher					
	Operating system- Windows 8 or higher, Macintosh OS, Unix, Linux, Citrix					
	Storable documents-Range to 200-250 pages					
	Up to 3,000 documents up to 10,000 documents					
	1st copy time A4 mono/colour- 6.8 sec/8.4 sec					
	Warm up time- less than 20 sec					
	Multicopy- Range to 1-9,999 to 10,000					
	Scanning speed- 600dpi- 30ipm					

Delivery Period : \_\_\_\_\_

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

Warranty : \_\_\_\_\_

After having carefully read and accepted your General condition I / We quote you on the item(s) at prices noted above.

\_\_\_\_\_  
Printed Name/Signature

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BAC Vice Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND AND MODEL
	300dpi-55ipm					
	High Density polymerized toner					
	Toner capacity Black- Range to 23-25K prints a month					
	Toner Capacity CMY-Range to 20K-25K prints a month per color					
	Developing Unit Capacity Black-600-650K prints or higher					
	Drum Unit K- Range to 80-85K prints					
	Imaging Unit CMY- Range to 70-75K prints per color					
	(Other Requirements):					
	Consumables/spareparts shall be available in the next five (5) years					
	from the date of manufacture					
	Spare parts and consumable will not increase by more than 10% in the next two (2) years.					
	Supplier must have service centers nationwide					
	Available nationwide both consumables and spareparts.					
	1 year warranty					
	Lifetime free service					
	Brand and Model: Must be an International Brand Name					
	with existence of at least ten (10) years in the Philippines.					
	(Supplier's Qualification):					
	Exclusive/Direct Distributor ( please attached certificate from the manufacturer)					
	X-X-X					
	<b>GRAND TOTAL =</b>				<b>P</b>	

Delivery Period : \_\_\_\_\_

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

Warranty : \_\_\_\_\_

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Printed Name/Signature