



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**BAGUIO CITY**  
**DISTRICT ENGINEERING OFFICE**  
CORDILLERA ADMINISTRATIVE REGION  
Engineer's Hill, Baguio City



Name of Procuring Entity: DPWH-BCDEO  
Revised on: May 24, 2004  
Standard Form Title: **REQUEST FOR QUOTATION**  
(Small Value Procurement)

Request for Quotation No:  
Date :  
Office/End User :

24-05-016  
May 24, 2024  
DPWH-BCDEO

COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
Tel.No./Fax No: \_\_\_\_\_

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:A.M. on **May 28, 2024** in the return envelope attached herewith to the BAC Office

DPWH-BCDEO, Engineers Hill, Baguio City

**TERMS and CONDITIONS**

1. All entries must be typewritten or legibly written
2. Delivery period within seven (7) Working Days upon receipt of 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, one (1) year for Equipment & IT Equipment from date of acceptance by the end user
4. Price validity shall be for a period of sixty (60) calendar days
5. **PhilGEPS Registration Certificate; BIR Certificate of Registration; Omnibus sworn statement shall be submitted with the quotation.**
6. Bidders shall submit brochures of the product/s if Applicable
7. Indicate the brand of the product/s offered.
8. The approved budget ceiling for this procurement is **Php300,000.00**
9. The DPWH Baguio City District Engineering Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

**GIL L. NUQUE**  
BAC Chairman

ITEM NO.	ITEM AND DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	<b>Printer</b> <i>Print Technology</i> Inkjet (Color) <i>Print Speed</i> Draft: 32ppm or ISO: 20 ipm; speed measured using A4/Letter size paper <i>Print Quality</i> 4800 x 1200 dpi <i>Copy Speed</i> Draft: 30 cpm or ISO: 11 ipm; speed measured using A4/Letter size paper <i>Scan Resolution</i> 1200 dpi <i>Scan Features</i> Multi-sheet scan to single PDF file <i>Scan Type</i> Flatbed and ADF <i>Duty Cycle</i> 5,000 pages per month <i>Ink System</i> Continuous Ink Supply System or Ink Tank System (Original or Built-in); INK Refill must be available nationwide. Certificate of Authenticity is required. <i>Network Interface</i> Fast Ethernet <i>IO Ports</i> USB 2.0; Ethernet (RJ-45) <i>Duplex printing</i> Automatic two-sided printing <i>Paper trays</i> Two trays (Standard Input tray, Multi-purpose tray) <i>Maximum Media size &amp; Media Type</i> A3 (11.7in x 17in.) Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, photo, brochures.	5	unit		

**Software OS & Driver**  
Windows 11,10,8.1 (32-bit and 64-bit)  
Original CD/DVD copy o4r in any electronic media storage. Must be compatible with 32-bit and 64-bit operating system

**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. Manufacture'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 recognized body to demonstrate compliance with this requirement.

**Documentation and Media:** 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 three (3) 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 (8:00 - 5:00 pm), 5 days a week (Monday - Friday) for problem resolution. Support shall have a response time of next business day.

2	Ink (for the above printer)	2	set		
3	DCVII C3372 Toner Cartridge K	4	pc		
4	DCVII C3372 Toner Cartridge C	1	pc		
5	DCVII C3372 Toner Cartridge M	1	pc		
6	DCVII C3372 Toner Cartridge Y	1	pc		
x.x.x				<b>Grand Total</b>	
Procurement of Office Equipment & Toners for the Road Condition & Inventory Surveys, Roughness Surveys, VOC/RUC Surveys, and technology Enhancement for RBIA -Road Inventory Surveys, Special Surveys VOC/RUC Surveys and Technology Enhancement-CAR.					
Contract ID No.24GPD16					
<b>Note:</b> The Awarding for this RFQ is by lot basis Prospective Supplier must quote for all the items otherwise they will be subjected for disqualification					

Brand and Model : \_\_\_\_\_

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

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

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 nad Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.*

Telefax: 442-8195/4576  
c/o Tedler H. Depaynos, Jr.  
Engineer III - Head BAC Secretariat

\_\_\_\_\_  
*Printed Name / Signature / Date*

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