



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
**PALAWAN 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE**  
Narra, Palawan MIMAROPA REGION (IV-B)



Name of Procuring Entity	: Palawan 2nd DEO, Narra, Palawan	Request for Quotation	: 2024-039
Contract ID	: 24GEF0042	Date	: May 3, 2024
Contract Name	: Supply and Delivery of Office Equipment for use of Construction Section		
Location	: DPWH-Palawan 2nd District Engineering Office, Narra, Palawan	Office/End-User	: Construction Section
Standard form/Title	: <b>REQUEST FOR QUOTATION/Small Value Procurement</b>		
COMPANY NAME	:	Date	:
ADDRESS	:	TIN No	:
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 **10:00am of May 7, 2024** in the return envelope attached herewith, to the BAC Office, Palawan 2nd District Engineering Office, Narra, Palawan.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written,
2. Delivery period within Thrity (30) C.D upon receipt of approved funded Purchase Order (P.O), Administrative penalties pursuant to Sec. 69 of Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be a minimum of three (3) months for supplies & materials; one (1) year for equipment; 3 years IT Equipment 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 Registration/ Tax Clearance and Omnibus Sworn Statement shall be attached upon submission of quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each item being offered and it shall be eco-friendly.
8. The approved budget ceiling for this procurement is **PHP 495,000.00**

**ROSELYN D. HERMANO**  
BAC CHAIRMAN

ITEM NO.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	<b>OFFICE EQUIPMENT</b>				
1	Copier Machine (Colored), A3	3	UNIT		
	Specifications:				
	*Full Color Digital Copier with Network Printing, Color Scanning & Optional Network Fax				
	*HyPAS solution platform Technology enabled				
	* 4.3 inch color touch screen panel				
	* Copy and Print speed of 24 copies per minute, A4				
	* Paper size from A6R up to A3				
	* Warm-up time 30 secs or less and first copy out time at 7.6 secs				
	* Standard Memory of 1.5GB, max 3GB plus 128GB SSD options				
	* Paper Capacity of 500-sheets cassette and 100- sheets multi-purpose tray				
	*Built in 30-sheets job try				
	*Built in 50-sheets Reversing Document Processor and Stackless Duplex Unit				
Sub Total . . . . .				Php	

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

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

After having carefully read and accepted your General Conditions, I/We quote on the item(s) at prices noted above.  
If the space for delivery period, Warranty and Prices Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Printed Name /Signature/Date

Tel. No./Cellphone/E-mail Address



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**ROCEL D. HERMANO**  
BAC CHAIRMAN

ITEM NO.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	<b>OFFICE EQUIPMENT</b>				
	*Compatible with Windows, Macintosh, Linux, Unix				
	*Scan to SMB/ Email/FTP/USB Host/Box, Network TWAIN scan and WSD Scan				
	* Interface: USB 2.0, Ethernet, USB Host, NFC Tag, Wifi Direct Option				
	* Power Consumption Copying/Printing 510W or less				
	Maintenance Kit of 200,000 copies				
	Inclusions:				
	* Machine with USB Cable and Adaptor				
	* CD Installer and Manual				
	* Machine cover				
	* Initial Toners (C,M,Y - Up to 1,500 copies; K-up to 3,000 copies based on A4 at 6% coverage)				
	* Lifetime Service Warranty				
	* One year warranty Parts				
	* Delivery, Installation and Demo to Narra, Palawan				
Sub for this page Total . .				Php	
Grand Total .....				Php	

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

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

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