



Republic of the Philippines,  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**REGIONAL OFFICE X**  
Engineers' Hill, Bulua, Cagayan de Oro City



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Name of Procuring Entity: Request for Quotation (P.R. No.): X11-24-03-126  
Revised on: Date: March 26, 2024  
Standard Form/Title: **REQUEST FOR QUOTATION** Office/End-User: EMD

**COMPANY NAME:**

**ADDRESS:**

**TEL. NO./FAX NO.:**

**TIN:**

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 **MAY 02 2024**, the return envelope attached herewith, to the BAC Secretariat, 2nd Floor Administration Building, DPWH Regional Office X, Engineers' Hill, Bulua, Cagayan de Oro City.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within **thirty (30) 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; one (1) year for Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Attach Certified True Copy of PhilGeps Registration Number, Mayor's Permit and **Omnibus Sworn Statement (if ABC is above 50K), Income/Business Tax Return if ABCs above P500K.**
6. The Approved budget ceiling for this procurement is **Php 110,130.17**
7. RFQ must be signed by an authorized signatory.
8. Bidders shall submit original brochures of the product (if applicable)
9. Please indicate the brand for each items being offered.
10. Bidder/s shall submit sealed quotation.

  
**VIRGIE G. NAYVE, AEr**  
Chief, Construction Division  
BAC Chairman

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.

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Supply and delivery of the following:</b>				P
IT-P-005	<b>Multifunction Laser Printer (Monochrome, A4)</b>	1	unit		
	Specifications:				
	<b>General:</b>				
	Print Technology - Laser (Monochrome)				
	Print and Copy Speed - 440 ppm/cpm; speed measured using A4 size paper				
	Print Quality - 1200 x 1200 dpi				
	Scan Resolution - 600 dpi				
	Scan Features - Multi-sheet scan to single PDF File				
	Monthly Duty Cycle - 75,000 pages				
	Memory - 1GB				
	Toner System - Genuine Toner (high yield); Toner must be available nationwide. Certificate of Authenticity is required.				
	Network Interface - Gigabit Ethernet				
	IO Ports - USB 2.0; Ethernet (RJ-45)				
	<b>Paper Handling:</b>				
	Duplex Printing - Automatic two-sided printing				
	Paper Trays - Two Trays (Standard Input tray, Multi-purpose tray)				
	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>				
	Supported OS - Windows 11, 10, 8.1 (32-bit and 64-bit)				
	Drivers - Original CD/DVD copy or in any electronic media storage. Must be compatible with 32-bit and 64-bit operating system.				

