



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CORDILLERA ADMINISTRATIVE REGION**  
Engineers Hill, Baguio City



**Shopping [Section 52.1 (b)]**

Name of Procuring Entity: DPWH-CAR Regional Office

Request for Quotation: 24GP00192

Standard Form/Title: REQUEST FOR QUOTATION

Office/End user: COA & FD

COMPANY NAME :

ADDRESS :

TEL. NO./FAX NO.:

TIN 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 2:00PM of 12 DEC 2024 in the return envelope attached herewith, to the BAC Chairman, DPWH-CAR Regional Office.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within **15 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.
3. Warranty shall be for a minimum of three months for supplies & materials; one 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. For all Suppliers, the two (2) envelope system will be followed. The first envelope shall contain the following eligibility document/s:  
(A) PhilGEPS Platinum Certificate (Certified Copy) or PhilGEPS Registration Number; and  
(B) Mayor's Permit (Certified Copy);  
The second envelope which will contain the quotation shall only be opened after the first is declared complying.
6. Bidders shall submit original brochures showing certifications of the product if applicable.
7. Please indicate the brand for each items being offered in order to evaluate conformity with specifications.
8. Suppliers must have a physical office/shop with trade name displayed and inventory of supplies / goods.
9. The approved budget ceiling for this procurement is **Php 155,000.00**
10. Source of Fund: \_\_\_\_\_

  
**LEO T. MUSTARD**  
BAC Chairman  
RBP  
CCL  
AOD  
FOM

Item no	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	<b>24GP00192 - Procurement of IT Equipment for use of the Office of the Auditor, Commission on Audit and Finance Division</b>				
1	Desktop for Administrative Use	1	unit		
2	Multi-function Color Inkjet Printer A3	1	unit		

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 and Price Validity are left blank, it means disqualification.

Tel No.

Telefax:

(074) 424 1018

(074) 444-8838

[dpwhcarbacc@yahoo.com](mailto:dpwhcarbacc@yahoo.com)

Printed Name/Signature/Date

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



Department of Public Works and Highways  
CENTRAL OFFICE

Doc. Code:

QMS-11.1.1-042 Rev00

**Standard Technical Specifications for  
Desktop Computers**

Page No.

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**Name of Equipment: DESKTOP COMPUTER for Administrative Use**

**Description:** For Administrative Use

<b>Main Equipment Components</b>		<b>Specification</b>
<b>Computer</b>	<i>Processor &amp; Chipset</i>	Core-i5 (12th Gen), 6-cores and 64-bit or its equivalent
	<i>Internal Memory</i>	8 GB DDR4
	<i>Storage</i>	1TB 7200RPM HDD
	<i>Display &amp; Graphics</i>	21-inch Diagonal Full High-Definition Wide Screen or Wide Viewing Angle LED Display (same brand as CPU); Integrated graphics memory
	<i>Audio</i>	Integrated Sound Card with internal/external speaker
	<i>Expansion Slot</i>	4 slots on-board, at least 1 PCI Express slot
	<i>I/O Ports</i>	6 USB (2 front, 4 rear at least 1 Type-C), VGA, Audio, HDMI/Display Port, Ethernet (RJ-45)
	<i>Network Interface</i>	Integrated Gigabit Ethernet
	<i>Casing</i>	Two (2) external drive bays
	<b>Software</b>	
	<i>Operating System</i>	Licensed OEM Windows 11 Professional 64-bit with media installer. Must be activated with Microsoft prior to delivery.
	<i>Recovery Media</i>	All drivers and utilities must be stored in any electronic storage media. It must be properly labeled and virus-free.
	<i>Office Software</i>	Microsoft Office Standard (latest version) under Cloud Solution Provider (CSP) Agreement. The licenses must be perpetual and transferable. It must be licensed and named after the DPWH and can be added to the Department's existing tenant domain dpwhgovph.onmicrosoft.com and primary domain dpwh.gov.ph. The Supplier must present a certificate as a Certified CSP Direct Partner in the Philippines.
<b>Accessories</b>		<b>Specification</b>
	<i>Keyboard</i>	Manufacturer's Standard (same brand as the computer)
	<i>Mouse</i>	Optical with a mouse pad (same brand as the computer)
	<i>Webcam</i>	2MP FHD
	<i>Headset</i>	Headset with Microphone (1-meter cable length, with noise cancellation feature, audio jack/USB connections type. Must be compatible with the offered desktop)
	<i>Power Supply</i>	Manufacturer's Standard
	<i>Cables and Connectors</i>	All necessary cables and connectors; patch cord (CAT6, factory crimped with RJ-45 connector, 5 meters, preferably color orange).

**Other Requirements:**

**Brand and Model:** Must be an International Brand Name with an existence of at least ten (10) years in the Philippines. It must be in the current catalog and not end-of-life. The Manufacturer's certificate is required.

**Components:** All Components must be the same brand as the computer (except for the webcam, and headset) and manufacturer installed. The supplier is not allowed to change or add any components to the equipment.



Department of Public Works and Highways  
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**Standard Technical Specifications for  
Desktop Computers**

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**Name of Equipment: DESKTOP COMPUTER for Administrative Use**

**Description:** For Administrative Use

**Regulatory:** ENERGY STAR certified (with Energy Star Stamp). For Desktop Computers that do not carry an Energy Star label, an appropriate means of proof of Energy consumption levels shall be submitted such as a technical dossier of the manufacturer or a test report from a recognized body to demonstrate compliance with this requirement.

**Documentation and Media:** All equipment shall be supplied with standard manufacturer documentation, on any electronic storage media and hard copy version where available.

**Warranty and Maintenance:** The Supplier must provide a 1-year warranty on all parts including mouse, headset with microphone, and associated software and onsite labor from the Date of the Inspection and Acceptance Report (IAR).

**Technical Support:** The local technical support shall include telephone and email, 8 hours per day (8:00 am - 5:00 pm) 5 days a week (Monday - Friday) for problem resolution. Support shall have a response time of the next business day.

**Additional Notes:**

The UPS (650VA) shall be issued in bundle with the Desktop Computer for Administrative Use tech specs.

Prepared by:

Checked by:

**MARY JANE N. PANTOJA**  
Chief, Business Innovation Division  
KPA KEC

**RHALF B. CAWALING**  
Director, Information Management Service

Approved by:

**ADOR C. CANLAS, CESO IV**  
Undersecretary, Technical Services  
and Information Management Service

Approved Date: 07-10-24



Department of Public Works and Highways  
CENTRAL OFFICE

**Standard Technical Specifications for  
Rental Printers**

Doc. Code

QMS-11.1.1-066 Rev00

Page No.

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**Name of Equipment: MULTIFUNCTION INKJET PRINTER (A3)**

**Description:** For daily document printing, copying and scanning

**Main Equipment Components**

**Specification**

**General**

*Print Technology*

Inkjet (Color)

*Print Speed*

Draft: 32 ppm or ISO: 20 ipm; speed measured using A4/Letter size paper

*Print Quality*

4800 x 1200 dpi

*Copy Speed*

Draft: 30 cpm or ISO: 11 ipm; speed measured using A4/Letter size paper

*Scan Resolution*

1200 dpi

*Scan Features*

Multi-sheet scan to single PDF file

*Scan Type*

Flatbed and ADF

*Duty Cycle*

5,000 pages

*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.

*Network Interface*

Fast Ethernet

*IO Ports*

USB 2.0; Ethernet (RJ-45)

**Paper Handling**

*Duplex Printing*

Automatic two-sided printing

*Paper Trays*

Two Trays (Standard Input tray, Multi-purpose tray)

*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 (32-bit and 64-bit)

**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. 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.

**Service Maintenance:** The Supplier shall provide the following service maintenance activities from the date of Inspection and Acceptance Report:

- Weekly on-site assessment of the printer and replacement of consumables such as inks/toner and maintenance box. Submit assessment report that includes health statuses of all delivered printers, number of documents printed, and inventory of consumables delivered.
- In case of defective printer, the Supplier is given 48 hours to repair the unit and if found irreparable, a replacement unit shall be provided within 72 hours.
- Data wipe shall be performed on the memory / storage before pulling out of the unit.



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**Name of Equipment: MULTIFUNCTION INKJET PRINTER (A3)**

**Description:** For daily document printing, copying and scanning

**Technical Support:** The local technical support shall provide at least 2 onsite technical support, 8 hours per day (8:00am - 5:00pm) 5 days a week (Monday - Friday) for problem resolution.

**Additional Notes:** N/A

Prepared by:

Checked by:

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zas hmc

**RHALF B. CAWALING**  
Director, Information Management Service

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Undersecretary, Technical Services  
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Approved Date: 07 10 24