



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BUKIDNON 1ST DISTRICT ENGINEERING OFFICE
Malaybalay City, Bukidnon, Region X

Name of Procuring Entity:	Request for Quotation (P.R. No.): PR004-11-044c		
Revised on:	Date: NOV 28 2024		
Standard Form/ Title: REQUEST FOR QUOTATION	Office/End-User:	PHILGEPS No.:	
COMPANY NAME:	TCC No.:		
ADDRESS:	TIN:		
TEL. NO./FAX NO.:			

(SMALL VALUE PROCUREMENT ABOVE 50K)

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your sealed quotation and other requirements duly signed by your representative not later than **10:00am of DEC 03 2024** at the **DE's Cottage Conference Room of Bukidnon 1st DEO, DPWH, Malaybalay City**.

Please observe proper sealing and marking of bids. All envelopes must contain the RFQ number and name to be bid, name and address of the bidder and address to the BAC Chairman & bear a warning "DO NOT OPEN BEFORE . . . date and time for the opening. No bids shall be submitted through email. Sealed quotation must meet the following requirements.

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written
- Delivery period** is within _____ 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 reasons.
- Warranty** must be submitted after acceptance by the procuring entity of the delivered supplies in the following conditions and terms of warranty:
Expendable Supplies (consumed in used within 1 year like fuel, spareparts and etc.)
Non-Expendable Supplies (serviceable in more than one (1) year like furniture, fixtures and etc.)
IT Equipments (computers, printers and etc.)
4. **Price validity** shall be for a period of sixty (60) calendar days.
5. PHILGEPS Registration , Mayor's Permit , DTI , Income/Business Tax Return, Tax Clearance Certificate and Omnibus Sworn Statement shall be attached upon submission of quotation.
6. Bidders shall submit original brochures showing certifications of the product , if applicable
7. Please indicate the **"BRAND NAME/MODEL"** for each items being offered
8. The approved budget ceiling (ABC) for this procurement is **PHP 650,000.00**
9. The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all of the items, otherwise they will be subjected for disqualification.
10. For **FUEL**, Unit price may change subject for fluctuation of current pump price upon withdrawal of fuel.
11. Supplier must have an official store/registered establishment - Geotagged Photos of Actual Store of Supplier (Outside and Inside) must submit along with their quotation.

SABAH JANE B. LEGASMA
OIC-Assistant District Engineer
BAC Chairperson

-3 MONTHS
-1 YEAR
-3 YEARS

ITEM NO.	ITEM AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Photocopier (Color A3)	1	Unit		
	x-x-x-x-x-x-x-x-x				
Technical Specifications:					
COPYING:					
Copy Speed (Black and Color)					
ISO 29183, A4, Simplex (Flatbed):					
ISO 24735, A4 Simplex (ADF 1:1):					
ISO 24735, A4 Duplex (ADF 1:2/2:2):					
Maximum Copies from Standalone:					
Max Copy Resolution:					
Reduction/Enlargement:					
Copy Paper Size (Flatbed):					
16k, 8k, 13 x 18cm, HV 16.9 Wide, 10 x 15cm, Envelopes: #10, DL C4, C6, A3					
Maximum Copy Size:					
A3					
SCANNING:					
Scanner Type:					
Sensor Type:					
Optical Resolution:					
Maximum Scan Area:					
297 x 431.8 mm (11.7 x 17")					
SCANNER BIT DEPTH					
Colour:					
30-bit input, 24-bit output					
Grayscale:					
10-bit, input 8-bit output					
Black & White:					
10-bit, input, 1-bit output					
Scan Features:					
Scan to Computer (Document Capture Pro / Document Capture Pro Server), Scan to memory Device,					
Scan to Network Folder/FTP, Scan to memory Device,					
Scan to Computer (WSD)					
Scan to Cloud					
Scan Speed (Monochrome Colour)					
200 dpi Flatbed:					
A4, Landscape: A3: 4.0 sec					
ADF (Simplex / Duplex)					
A4: 60 ppm / 120 ipm					
(ISO17991, Scan to Folder)					
A3: 30 ppm / -					
1 of 3 :					
See next page					

Purpose : Supply, Delivery & Installation of 1 unit PHOTOCOPIER (Color A3)
For use in the Construction Section.. DPWH-Malaybalay

Brand and Model:	Warranty:
Delivery Period:	Price Validity:

After having carefully read and accepted your General Conditions, I/We quote you on the items at prices noted above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that concur with the Terms and Conditions specified by DPWH.

Printed Name & Signature, Date
Contact Number/E-mail Address



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DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BUKIDNON 1ST DISTRICT ENGINEERING OFFICE
Malaybalay City, Bukidnon, Region X

Name of Procuring Entity:	Request for Quotation (P.R. No.):
Revised on:	Date: NOV 28 2024
Standard Form/ Title: REQUEST FOR QUOTATION	Office/End-user: PR2024-11-0416
COMPANY NAME:	PhilGEPS No.:
ADDRESS:	TCC No:
TEL. NO./FAX NO:	TIN:

(SMALL VALUE PROCUREMENT ABOVE 50K)

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SARAH JANE B. LIGARAN
OIC-Assistant District Engineer
BAC Chairperson

-3 MONTHS
-1 YEAR
-3 YEARS

ITEM NO.	ITEM AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
ADF FUNCTION					
	Support Paper Thickness: 52 - 128 g/m ²	1	unit		
	Paper Capacity: 150 pages (80 g/m ²)				
	Automatic 2-sided Scan / Copy Fax: Yes (1-pass)				
PAPER HANDLING:					
	Paper Feed Method: Friction Feed				
	Number of Paper Trays (Standard): 3 (Paper Cassettes:2, MP Tray:1)				
	Paper Hold Capacity				
	Input Capacity: Up to 1,150 sheets (80 g/m ²) (Paper Cassettes 1- 2: 500 x 2 MP Tray: 150 sheets				
	Maximum Input Capacity: Up to 5,150 sheets (80 g/m ²) (Paper Cassettes 1 - 4: 500 x 4 + MP Tray: 150 sheets				
	+ High Capacity Feeder Unit: 3,000 sheets)				
	Output Capacity: Up to 500 sheets (80 g/m ²)				
	Paper Size				
	Plain Paper: A6, A5, A4, A3, B6, B5, B4, Half letter, Executive, 16k, Indian legal, letter, 8.5 x 13in,				
	Legal, 8k, US B 11 x 17in, 12 x 18in				
	Envelope: #10, DL, C6, C5, C4				
	Maximum Paper Size: 297 x 1,200mm				
	Support Paper Weight: 52 - 300 g/m ²				
INTERFACE					
	USB: USB 3.0				
	Network: Ethernet				
	Network Protocol: TCP/IPv4, TCP/IPv6				
	Network Copier Protocol: LPD, JPP, PORT9100, WSD				
	Network Management protocols: SNMP, HTTP, DCHP, BOOTP, ARPDA, PING, DDNS, SNTP SLP, WSD, LLTD				
	Security Features: Access Control Function, LDAP, Address Book, IP Address Filtering, Panel Admin mode, Confidential Job				
USB HOST FUNCTION					
	Type of Devices: Memory Devices				
	Function: USB Host (Scan to memory Device/Storage Function)				
	Direct copy paper size: A3, A4, A5, A6, Legal, Indian-Legal, Letter B4, B5, B6, 8K,				
	16k, 8x13in, Envelopes: #10, C4, C6, DL				
	Software:				
	Supported Operating System				
	Windows: Windows 7 / 8/ 8.1 /10/ 11, Windows server 2008 /2012/2016/2019/2022				
	MAC: MAC OS X 10.9.5 or later, macos 11.x or later				
	Chrome OS: Chrome OS ver 89 or later (Copying and Scanning only)				

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Purpose : Supply, Delivery & Installation of 1 unit PHOTOCOPIER (Color A3)
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SARAH JANE T. MAGNANA
OIC-Assistant District Engineer
BAC Chairperson

-3 MONTHS
-1 YEAR
-3 YEARS

ITEM NO.	ITEM AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
TERMS:30 DAYS		1	unit		
Delivery Period:30 Days					
Terms of Reference:	<ul style="list-style-type: none">• <i>With Certification as Authorized Service Provider issued by the Manufacturer</i>• <i>With at least 10 years experience as supplier and service provider of the product and with office/official business store</i>				
AFTER SALES SERVICE:					
	• Free delivery, installation and operator's training.				
	• Shall provide Regular Preventive Maintenance Service to ensure good machine condition.				
	• Will provide back-up unit in case the equipment requires repair for prolong period of time FREE OF CHARGE.				
	• Service call free of charge				
	• LIFETIME FREE SERVICE WARRANTY (with On-Site Repair)				
	• Scheduled monitoring of GPC Customer's service Engineers [CSE] to personally monitor clients' satisfaction and concerns on the Photocopier products and services acquired in our firm.				
	• With at least 10 years experience as supplier and service provider of the product and with office/official business store				
	3 of 3 :				
	X-X-X-X-X-X-X-X-X-X				
	TOTAL				

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