



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**REGIONAL OFFICE II**  
Dalan na Pavvurulun, RGC, Carig Sur, Tuguegarao City, Cagayan



Procuring Entity : DPWH – Regional Office II  
Standard Form/Title : **REQUEST FOR QUOTATION**  
Revised on :  
COMPANY NAME :  
ADDRESS :  
CONTACT NUMBER :  
T.I.N. :  
RFQ No. : **2024-12-127**  
Date : December 09, 2024  
Office/End User Unit : Finance Division

Please quote your lowest price on all the items listed, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative **not later than 10:00 A.M.** on Dec. 16, 2024, in a sealed envelope to the Procurement Staff, DPWH Regional Office II, Tuguegarao City, Cagayan and will be opened on the same day at 10:00 AM.

**TERMS and CONDITIONS:**

1. All entries must be type written or legibly written.
2. Delivery period within 30 calendar days upon receipt of the approved funded Purchase Order. Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for supplies and materials; One (1) year for Equipment from date of acceptance by the end user.
4. Price Validity shall be for a period of **30 calendar days**
5. Documentary Requirements shall be attached upon submission of the quotation.
6. All items shall be procured as "One Lot"
7. Liquidated Damages pursuant to Sec. 68 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
8. Performance Bond: Yes ☐; No ☒
9. Incomplete quotation shall be declared non-responsive.
10. You may submit your Quotation and Requirements through [casem.hilario@dpwh.gov.ph](mailto:casem.hilario@dpwh.gov.ph) or [procurement.dpwhro2@gmail.com](mailto:procurement.dpwhro2@gmail.com)

**BERNARD T. CALABAZARON**

Chief, QAN Division  
BAC Chairperson

**Approved Budget Ceiling: P270,000.00**

Mode of Procurement: Small Value Procurement

Documentary Requirements						
Mayor's Permit :	/	PhilGEPS Reg. No. or Reg. Certificate :	/			
DTI/SEC :	/	Income/ Business Tax Return :	/			
Tax Clearance Certificate :	/	Omnibus Sworn Statement :	/			
Item No.	Item Description	Brand & Model	Quantity	Unit	Unit Cost	Total Cost
1	Photocopier with ARDF (see attached specifications requirement)		1	unit		
	X-X-X-X-X					
	To be used in the Finance Division					
<b>TOTAL</b>						

Delivery Period :  
Warranty :  
Price Validity :

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

Name & Signature of Supplier: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Website: <https://www.dpwh.gov.ph>  
Tel. No.: (078)-304-7724



## **General Specification**

### **B/W Copier, Printer & Scanner with 10.1" Smart Operation Panel ,Automatic Reverse Document Feeder and Two(2) Paper Trays**

Operational Panel:	10.1" Smart Operational Panel
Continuous output speed:	30 ppm
Memory: Standard:	2 GB
HDD:	320 GB
ARDF Capacity:	100 sheets
Power source:	220-240V 50/60 Hz
Recommended paper size:	Envelopes, B6 to A3
Scanning Speed:	80 ppm – via ARDF(200/300 dpi)
Print from USB/Flash Drive:	Supported
Scan to USB/Flash Drive:	Supported

#### **Copier:**

Multiple copying:	Up to 999 copies
Resolution:	600 dpi
Zoom:	From 25 % to 400% in 1% step

#### **Printer:**

CPU:	Intel® Atom Processor ApolloLake-I 1.36 Ghz
Print resolution:	Up to 1,200 x 1,200 dpi
Printer language (Standard):	PCL5c, PCL6, Postscript 3 (emulation), PDF direct (emulation)
Network Interface (Standard):	Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B
Windows® environments:	Windows® 8.1, Windows®10, Windows® Server 2012 , Windows® Server 2012 R2, Windows® Server 2016, Windows® Server 2019
Mac OS environments:	Macintosh OS X10.13 or Later
UNIX environments:	UNIX Sun® Solaris, HP-UX, SCO OpenServer, RedHat® Linux , IBM® AIX,Citrix XenApp(7.6 LTSR, 7.15 LTSR, VirtualApps/Desktops 71912 LTSR and later)
SAP® environments:	SAP® R/3® SAP® S/4®
Other supported environment:	NDPS Gateway AS/400® using OS/400 Host Print Transform
Print from USB/Flash Drive:	Supported

#### **Scanner:**

Scanning Speed:	80 ppm – via ARDF(200/300dpi)
Resolution:	Up to 600 dpi
File formats:	Single Page and Multi-page TIFF, Single Page JPEG, Single and Multi-page PDF, PDF/A, Single and Multi-page High Compression PDF
Scan modes:	Email, USB, SD Card
Scan to USB/Flash Drive:	Supported

#### **After sales service:**

#### **Lifetime free service.**

**(With Service Center within Tuguegarao City, Cagayan)**

#### **Machine Guarantee:**

1 year or 60,000 copies whichever comes first.

With free: 1 crg toner for IM3000  
1 pc LAN cable

1 pc Cabinet