



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**BAGUIO CITY**  
**DISTRICT ENGINEERING OFFICE**  
CORDILLERA ADMINISTRATIVE REGION  
Engineer's Hill, Baguio City



Name of Procuring Entity: DPWH-BCDEO  
Revised on: May 24, 2004  
Standard Form Title: **REQUEST FOR QUOTATION**

Request for Quotation No: \_\_\_\_\_  
Date : \_\_\_\_\_  
Office/End User : \_\_\_\_\_

24-02-002  
Feb.08,2024  
DPWH-BCDEO

COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
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:A.M. on **February 13,2024** in the return envelope attached herewith to the BAC Office DPWH-BCDEO, Engineers Hill, Baguio City

**TERMS and CONDITIONS**

- All entries must be typewritten or legibly written
- Delivery period within fourteen (14) Working Days upon receipt of 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.
- Warranty shall be for a minimum of three (3) months for supplies & materials, one year for Equipment; 3 years IT Equipment from date of acceptance by the end user
- Price validity shall be for a period of sixty (60) calendar days
- PhilGEPS Registration Certificate;BIR Certificate of Registration; Omnibus sworn statement shall be submitted with the quotation.**
- Bidders shall submit brochures of the product/s if Applicable
- Indicate the brand of the product/s offered.
- The approved budget ceiling for this procurement is **Php628,792.00**
- The DPWH Baguio City District Engineering Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

**GIL L. NUQUE**  
BAC Chairman

ITEM NO.	ITEM AND DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Drum Cartridge S2320	10	pc		
2	Drum Cartridge S2011	2	pc		
3	Fuser Assembly S2320	8	pc		
4	Fuser Assembly S2011	2	pc		
5	2nd BTR Roll	1	pc		
6	Photocopying Machine(Monochrome printer/scanner/photocopier)	1	unit		
	<b>Technical Specifications:</b> Fully Automated Heavy Duty Monochrome Digital Copier/Network printer/Color Scanner Single pass Duplex Automatic document feeder capacity:130 sheets Automatic sorter/electronic collation Print/copy Speed 45 ppm(A4);22ppm (A3) print/copy/scan Easy to use 10.1-inch touch screen user interface with color thumbnails Standard input paper capacity:2090 sheets for 4 cassette trays and bypass tray Paper weight from 52 to 300gsm (A5 to A3 size) Paper thickness up to 256 gsm (A5 to A3 Size) Standard Memory: 4Gb and 128 GB SSD storage High print resolution:up to 1,200 x 1,200 dpi Zoom (Reduce/Enlarge) from 25% to 400% Network connectivity with direct scanning and printing from USB memory device Built-in automatic stapling capacity:50 sheets Stapling Position:Single stapling,Dual Stapling with 2 boxes staple cartridge (20,000 pieces staple wires) Centre Ware Internet Services and Driverless printing One (1) year warranty and lifetime free service with preventive maintenance With local Service Center for quick onsite service support				
7	Toner Apeos 4570	3	pc		
8	Drum Apeos 4570	1	pc		
	x.x.x Procurement & delivery of Toner cartridge,Fuser Assembly & Photocopying Machine for use of DPWH BCDEO Contract ID No.24GPD02				
	<b>Note:</b> The Awarding for this RFQ is by lot basis Prospective Supplier must quote for all the items otherwise they will be subjected for disqualification				
<b>Grand Total</b>					

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

Warranty: \_\_\_\_\_  
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 nad Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.