

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**REGIONAL OFFICE VI**  
Fort San Pedro, Iloilo City



BAGONG PILIPINAS

**NOTICE OF ALTERNATIVE METHOD OF  
PROCUREMENT**

Notice is given that the DPWH Regional Office VI will conduct an **Alternative Method of Procurement** thru **Negotiated Procurement – Small Value Procurement** in accordance with Section 53.9 of the Revised Implementing Rules and Regulation of RA 9184.


- Purchase Request No. 2024-10-134 dated October 02, 2024
- Description: **Procurement of Toners for the existing Fuji Printer Docucentre SC2022 for use in the Records Management Section, Administrative Division, DPWH Regional Office VI, Iloilo City**
- Location: DPWH, Regional Office VI, Iloilo City
- Approved Budget for the Contract (ABC): Php 226,000.00
- Delivery Period: 30 CD upon receipt of NTP

The Deadline for submission of the accomplished application forms will be on **December 12, 2024** and shall be opened at 10:00 A.M. on the same date. Quotations submitted thru email and mail/fax will not be accepted.

Any requests for additional information concerning this bidding shall be directed to the following:

**SEVERO A. RUIZ**

Head, Procurement Unit  
[ruiz.severo@ddpwh.gov.ph](mailto:ruiz.severo@ddpwh.gov.ph)

  
**MARILOU G. ZAMORA**  
BAC Chairperson

Website: [www.dpwh.gov.ph](http://www.dpwh.gov.ph)  
Tel. No.: (033) 339-72-00



## Regional Office VI, Iloilo City

Procurement of Toners for the existing Fuji Printer Docucentre SC2022 for use in the Records Management Section, Administrative Division, DPWH Regional Office VI, Iloilo City

Name of Procuring Entity:	Revised for Quotation (P.R. No.): 2024-10-134
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Revised on:	Date: <b>October 02, 2024</b>
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Standards For Title: Request for Quotation

Administrative Division

Office/ Line Code/ Requesting

COMPANY NAME:


ADDRESS:

TEL NO./FAX NO.:	TIN:
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Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated and submit your quotation duly signed by your authorized representative not later than **10:00 A.M. of December 12, 2024** in the return envelope attached herewith, to the Procurement Unit, DPWH Regional Office VI, Iloilo City.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period is **30 CD** 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 year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. First Envelope - Technical Documents composed of: G-EPs Registration Certificate, Mayor's/Business Permit, DTI (Sole Proprietor)/SEC (Corporation/Inc.), Tax Clearance, Income Tax Return (for ABC above 500k) and Omnibus Sworn Statement with Secretary Cert. for Corporation and SPA for sole proprietor shall be attached. Second Envelope - Financial Documents composed of Request for Quotation duly accomplished. (Sealed in separate envelope)
6. Bidders shall submit original brochures showing certifications of the product (if applicable).
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P226,000.00**

  
MARILOU G. ZAMORA  
BAC Chairperson

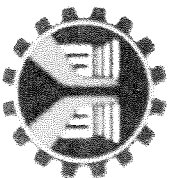
ITEM NO.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	FUJI PRINTER DOCUCENTRE SC2022 BLACK (TONER)	10	pcs		
	FUJI PRINTER DOCUCENTRE SC2022 CYAN (TONER)	4	pcs		
	FUJI PRINTER DOCUCENTRE SC2022 YELLOW (TONER)	4	pcs		
	FUJI PRINTER DOCUCENTRE SC2022 MAGENTA (TONER)	4	pcs		
	<i>*Please see attached Terms of Reference*</i>				
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				
	The awarding for this RFQ will be on the lump-sum basis. Prospective Suppliers must quote for all of the items. Otherwise they will be subjected for disqualification.				
	Total-----				

Amount in Words:

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 the prices note 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 the DPWH.

Contact No. (033) 3299029	Printed Name/Signature/Date
bactw@region6@yahoo.com	Tel. No./Cellphone No./Email Address



**Republic of the Philippines**  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**REGIONAL OFFICE VI**  
**Fort San Pedro, Iloilo City**



**TERMS OF REFERENCE**  
**SUPPLY AND DELIVERY OF TONERS WITH PRINTER**

**RATIONALE:**

The Department of Public Works and Highways Regional Office VI seeks to procure the services of a managed printing/Photocopying service provider for its printing/Photocopying needs, with the objectives of optimizing cost, reducing obsolescence and boosting productivity.

In view of the foregoing considerations, the DPWH Regional Office VI shall require the BIDDER to provide the required printer/photocopier, with the corresponding genuine consumables.


**I. PROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is P 226,000.00.

**II. BIDDERS QUALIFICATIONS**

1. The BIDDER/ Service Provider shall warrant that it shall conform strictly with the terms and conditions of the TERMS OF REFERENCE for the Project.
2. The BIDDER/Service Provider shall be equipped with Standard Test Method Committee (STM/C) and Intellectual Property Office of the Philippines (IPO) Certificates.
3. The BIDDER/Service Provider must be in the business of providing ICT Printer and Toner for at least three (3) years.
4. The BIDDER/Service Provider shall provide free use of one (1) unit Service Printer / Copier compatible with the toner for a minimum of one (1) year or until the procured supply is consumed and will replace immediately the Service Printer incase the unit is found to be defective.
5. The Service Provider shall provide free installation and demo of service printer and shall provide available Technical Support Person if needed for the machine's free unlimited emergency service during normal / regular working hours.
6. The BIDDER/Service Provider must be ISO Certified.

**Prepared By:**

  
**EDWIN F. DELOSO**  
Administrative Officer V

**Checked by:**

  
**ANN M. GACIAS**  
Chief, Administrative Division

**Approved:**

  
**JIMMY BOY O. OROPEL, CESE**  
Regional Director