



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CAGAYAN 1ST DISTRICT ENGINEERING OFFICE
Aparri, Cagayan



Procuring Entity : DPWH – Cagayan 1st DEO RFQ No. : 2025-07-072
Standard Form/Title : **REQUEST FOR QUOTATION** Date : July 25, 2025
Revised on : Office/End User : Construction Section
P.R. No. :
Contract ID No. : 25GBB068
Contract Name : Supply and Delivery of IT Equipment
Contract Location : DPWH-CFDEO (Construction Section), Aparri, Cagayan
Procurement Mode : Negotiated Procurement – Small Value Procurement (Sec. 53.9)
COMPANY NAME :
ADDRESS :
TEL. N^o./FAX. N^o. :
T.I.N. :

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 o'clock** of **July 29, 2025** in a sealed envelope to the Procurement Unit, DPWH-Cagayan First District Engineering Office, Aparri, Cagayan and will be opened on the same day at **10:01 o'clock**.

TERMS and CONDITIONS:

1. All entries must be type written or legibly written.
2. Delivery Period within **5-7 calendar days upon receipt of the approved funded Purchase/Work Order**. Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
3. Warranty: Yes _____; No _____
If yes, 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. **(See attached specifications for IT Equipment)**
4. Price validity shall be for a period of 30 calendar days.
5. PhilGEPS Registration Certificate/Mayor's Permit/DTI 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. The Approved Budget Ceiling for this procurement is **Php 999,915.80**.


MARIO L. ALLAG
Officer-In-Charge
Office of the Asst. District Engineer
BAC Chairperson

| Item No. | ITEM & DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|---|-----|------|--------------|-------------|
| 1 | Laptop | 4 | pcs. | | |
| 2 | Scanner | 2 | Pcs. | | |
| | X-X-X-X-X | | | Total | |
| | For use in the office of the Construction Section. | | | | |

Brand and Model

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.

Printed Name / Signature / Date

Tel. No./CP No. & email address



Name of Equipment: DOCUMENT SCANNER (Sheetfed, A3)

Description: For daily document scanning

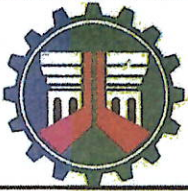
| Main Equipment Components | | Specification |
|-------------------------------------|--|--|
| General | | |
| <i>Scan Technology</i> | | Sheetfed Scanner |
| <i>Sensors</i> | | Contact Image Sensor (CIS); Multi-feed detection |
| <i>Scan Speed</i> | | 60 ppm |
| <i>Color Depth</i> | | 24-bit |
| <i>Scan Resolution</i> | | 600 dpi |
| <i>Document Processing Function</i> | | Optical Character Recognition (OCR) |
| <i>Duty Cycle (daily)</i> | | 10,000 pages |
| <i>File Format</i> | | PDF, searchable PDF, JPG, BMP, TIFF |
| <i>File Destination</i> | | USB, Network Folder, Scan to Management Software |
| <i>Duplex Scanning</i> | | Automatic two-sided scanning |
| <i>Network Interface</i> | | N/A |
| <i>IO Ports</i> | | USB 2.0; Ethernet (RJ-45) |
| Paper Handling | | |
| <i>Maximum Media Size</i> | | A3 (11.7 in x 17 in) |
| <i>ADF capacity</i> | | 80 sheets |
| <i>Media Type</i> | | Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, photo, brochures |
| Software | | |
| <i>Supported OS</i> | | Windows 11, 10 |
| <i>Management Software</i> | | Pre-installed scanning applications software |
| <i>Drivers</i> | | Original CD/DVD copy or in any electronic media storage. |
| Accessories | | |
| Specification | | |
| <i>Cables and Connectors</i> | | All necessary cables and connectors; patch cable (CAT6, factory crimped with RJ-45 connector, 5 meters, preferably color orange) |

Other Requirements:

Brand and Model: The offered document scanner must be from a globally recognized brand that has been marketed in the Philippines for at least the past 10 years. The model must be listed in the current catalog and must not be end-of-life from the time of bidding until the expiration of the warranty period. A Manufacturer's Certificate is required.

Regulatory: ENERGY STAR certified (with Energy Star Stamp). For Scanner 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.

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



Department of Public Works and Highways
CENTRAL OFFICE

**Standard Technical Specifications for
Document Scanner**

Doc. Code:

QMS-11.1.1-047 Rev01

Page No.:

Page 2 of 2

Name of Equipment: DOCUMENT SCANNER (Sheetfed, A3)

Description: For daily document scanning

Warranty and Maintenance: The Supplier must provide one (1) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR).

Technical Support: The local technical support through 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 next business day.

Additional Notes: This technical specification shall be issued along with the Certification issued by IMS.

Prepared by:

MARY JANE N. PANTOJA
Chief, Business Innovation Division
2AS *luc*

Checked by:

RHALF B. CAWALING
Director, Information Management Service

Approved by:

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

Approved Date: 09 JUL 2025



Department of Public Works and Highways
CENTRAL OFFICE

Standard Technical Specifications for
Laptop Computer

Doc. Code: QMS-11.1.1- 043 Rev01

Page No.

Page 1 of 2

Name of Equipment: LAPTOP COMPUTER for Applications Use

Description: For Applications Use

| Main Equipment Components | | Specification |
|----------------------------------|--|---|
| Laptop | | |
| <i>Processor & Chipset</i> | | Core-i5 (13th Gen) or its equivalent, minimum of 10-cores and 4.60 GHz max turbo frequency |
| <i>Internal Memory</i> | | 16GB DDR4 |
| <i>Storage</i> | | 512GB SSD |
| <i>Display & Graphics</i> | | 14" Diagonal Full High-Definition Wide Screen Display with integrated graphics memory |
| <i>Audio</i> | | Integrated high-definition audio support, integrated speakers and integrated digital microphone. |
| <i>Webcam</i> | | Integrated widescreen HD |
| <i>Cooling System</i> | | N/A |
| <i>I/O Ports</i> | | 3 USB (2 Type-A and 1 Type-C), HDMI/DisplayPort, Audio Port, Ethernet (RJ-45) |
| <i>Network Interface</i> | | Bluetooth, wireless LAN (auto detecting and auto sensing), Gigabit Ethernet |
| <i>Weight</i> | | not more than 1.9 kg / 4.2 lbs. |
| Software | | |
| <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 labelled 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. |
| Accessories | | |
| | | Specification |
| <i>Mouse</i> | | Optical with mouse pad (same brand as the laptop) |
| <i>Carry Case</i> | | Manufacturer's Standard |
| <i>Cable Adapter</i> | | Gigabit Ethernet Cable Adapter (for laptop models without Ethernet port) |
| <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 laptop) |
| Other Requirements: | | |
| Brand and Model: | | The offered computer must be from a globally recognized brand that has been marketed in the Philippines for at least the past 10 years. The model must be listed in the current catalog and must not be end-of-life from the time of bidding until the expiration of the warranty period. A Manufacturer's Certificate is required. All components must be the same brand as the laptop (except for the headset), manufacturer installed and new. The Supplier is not allowed to change or add any components to the equipment. |



Department of Public Works and Highways
CENTRAL OFFICE

Standard Technical Specifications for
Laptop Computer

Doc. Code: QMS-11.1.1- 043 Rev01

Page No. Page 2 of 2

Name of Equipment: LAPTOP COMPUTER for Applications Use

Description: For Applications Use

Regulatory: ENERGY STAR certified (with Energy Star Stamp). For Laptops 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).

In any case that the laptop needs to be pullout for servicing, the Supplier must return the unit within two (2) weeks or a service unit with the same or higher specifications must be issued.

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

Additional Notes:

This technical specification shall be issued along with the Certification issued by IMS.

Prepared by:

MARY JANE N. PANTOJA
Chief, Business Innovation Division

Checked by:

RHALF B. CAWALING
Director, Information Management Service

Approved by:

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

Approved Date: 09 JUL 2025