



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
PALAWAN 2ND DISTRICT ENGINEERING OFFICE
Narra, Palawan MIMAROPA REGION (IV-B)



Name of Procuring Entity	: Palawan 2nd DEO, Narra, Palawan	Request for Quotation	: 2025-003
Contract ID	: 25GEF0003	Date	: February 25, 2025
Contract Name	: Supply and Delivery of Office Equipment for use of Finance Section DWPH-Palawan 2nd District Engineering Office		
Location	: Narra, Palawan	Office/End-User	: Administrative Section
Standard form/Title	: REQUEST FOR QUOTATION/Small Value Procurement		
COMPANY NAME	:	Date	:
ADDRESS	:	TIN No	:
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 **10:00am of March 04, 2025** in the return envelope attached herewith, to the BAC Office, Palawan 2nd District Engineering Office, Narra, Palawan.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written,
2. Delivery period within Thrity (30) C.D upon receipt of approved funded Purchase Order (P.O), Administrative penalties pursuant to Sec. 69 of Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be a minimum of three (3) months for supplies & materials; one (1) year for equipment; 1 year Laptop Computer; from date of acceptance by the end user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration Certificate/Mayor's Permit/DTI Registration/ Tax Clearance and Omnibus Sworn Statement shall be attached upon submission of quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each item being offered and it shall be eco-friendly.
8. The approved budget ceiling for this procurement is **PHP 180,000.00**


MANUEL A. TABINGA
BAC VICE-CHAIRPERSON

ITEM NO.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	OFFICE EQUIPMENT				
1	Copier Machine (Colored), A3	1	UNIT		
	Specifications:				
	* Full Color Digital Copier with Network Printing, Color Scanning & Optional Network Fax				
	*HyPAS solution platform technology enabled				
	*4.3-inch color touch screen panel				
	*Copy and print speed of 24 copies per minute, A4				
	* Paper size from A6R up to A3				
	*Warm-up time 30 secs or less and First Copy out time at 7.6 secs				
	* Standard Memory of 1.5 GB, Max 3GB plus 128 GB SSD options				
	* Paper Capacity of 500-sheets cassette and 100-sheets multi-purpose tray				
	* Built in 30-sheets Job separator tray				
	* Built in 50-sheets Reversing Document Processor and Stackless duplex unit				
	* Compatible with windows,Macintosh, Linux,Unix				
	* Scan to SMB/Email/FTP/USB Host,Box, Network TWAIN Scan and WSD Scan				
	* Interface: USB 2.0, Ethernet, USB Host, NFC Tag, Wifi Direct Option				
Sub Total				Php	

Brand and Model : _____
Delivery Period : _____

Warranty : _____
Price Validity : _____

*After having carefully read and accepted your General Conditions, I/We quote on the item(s) at prices noted above.
If the space for delivery period, Warranty and Prices Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.*

Printed Name /Signature/Date

1 of 2

Tel. No./Cellphone/E-mail Address

