Republic of the Philippines
Province of Zambales
MUNICIPALITY OF CASTILLEJOS

BIDS AND AWARDS COMMITTEE

BAGONG PILIPINAS

NOTICE OF SMALL VALUE PROCUREMENT

November 16, 2026

The Municipality of Castillejos, through its Bids and Awards Committee (BAC), invites interested suppliers to submit quotations for the hereunder procurement project in accordance with the applicable provisions of RA 12009, otherwise known as the New Government Procurement Act, and its Implementing Rules and Regulations.

Procurement Details:

Particulars	Description
Project Title	Procurement of Printing Equipment (Photocopier Machine)
Project Reference No.	2026-1038
Approved Budget for the Contract (ABC)	Php 345,000.00
Funding Source	General Fund
Procurement Method	Small Value Procurement
Delivery/Implementation Period	3 calendar days
Delivery/Project Location	Municipal Accounting Office Municipality of Castillejos, Zambales

For the information and reference of interested suppliers, a copy of **Purchase Request (PR)**, containing the requested items and their corresponding specifications and quantities, is attached to this Notice and shall form part of the procurement requirements.

All interested suppliers are requested to submit their duly accomplished and signed quotations together with the required eligibility and technical documents on or before **November 19, 2026** at the Bids and Awards Committee (BAC) Office, this municipality or via email at lgucastillejos.bac@gmail.com

The quotation must not exceed the Approved Budget for the Contract (ABC). Quotations received after the prescribed deadline shall not be accepted.

The Local Government Unit of Castillejos reserves the right to reject any or all quotations, declare failure of procurement, or not award the contract in accordance with the applicable provisions of RA 12009 and its IRR, without thereby incurring any liability to the affected supplier.

For further inquiries and clarification, interested parties may contact the BAC Secretariat through the following:

MS. MARIANE C. ESPINO, MPM / MS. LEAH VINA A. ATINTO
BAC Secretariat
Office of the Mayor
Barangay San Juan, Castillejos, Zambales
Mobile No. 09919986889 / 09517842375

MS. AMELIA P. SANTOS
BAC Chairperson

PURCHASE REQUEST

LGU: Municipality of Castillejos **Fund:** General

Department : Accounting Office **PR No.:** 100 - 2011 - 199 **Date:** 11/6/2026

Section: _____ **FPP :** 1081

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	SET	**TASKalfa MZ3501ci** Copy or print speed: 35 pages per minute(A4) CPU speed: Quad Core 1.6 GHz Memory: 4 GB Random Access Memory and 64 GB Solid State Drive Memory, Optional 320 GB or 1 TB HDD Print resolution: up to 4,800 dpi x 1,200 dpi With a Document Processor (Reversing Automatic Document Feeder) With a Duplex Unit for automatic back-to-back copy/print Maintenance kit life: up to 600,000 copies With the supplier's dealer or distributor certificate from the manufacturer for after-sales service warranty 2-year spare parts warranty and 2-year service warranty Functions: COLOUR copying, Network COLOUR Printing, and Network COLOUR Scanning Maximum print size: SRA3(320 x 450 mm) & BANNER (1,220mm x 305mm) Maximum copy/scan size: A3 or 11" x 17" Two paper cassettes (500 sheets X 2) and a multi-purpose bypass tray (150 sheets) Power Consumption: 590 W printing, 45 W ready mode, 0.5 W sleep mode With a steel cabinet (as a pedestal)	1		-
				TOTAL	-

Purpose: For Accounting Office Use

	Requested by:	Cash Availability:	Approved by:
Signature :			
Printed	**ROWENA F. ALBINO**	**RENELUZ D. DAVID**	**JEFFREY D. KHONGHUN**
Designation :	Municipal Accountant	Municpal Treasurer	Municpal Mayor