



Presidential Communications Office

Philippine Information Agency

Ahensiyang Pang-impormasyon ng Pilipinas



RFQ No. 25-03-024

REQUEST FOR QUOTATION

Procurement Project Title:	Supply and Delivery of Two (2) Units Multi-Function Printer		
Approved Budget for the Contract (ABC):	37,000.00	Purchase Request No.:	25-03-024
End-User:	PCRD	Delivery Period:	15 days upon receipt of Purchase Order
Source of Funds:	GAA	Deadline for Submission of bids:	25 March 2025 @ 5:00 P.M

Date: 21 March 2025

The **Philippine Information Agency (PIA)**, through its **Procurement Section – Administrative Division**, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, **on or before the deadline indicated above**, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

**Procurement Section/Bids and Awards Committee Secretariat
Philippine Information Agency
2nd Flr PIA Bldg. Visayas Avenue Diliman Quezon City
Email: paul.delossantos@pia.gov.ph
Tel Nos. 8920-43-38/0985-305-0095**

1. Suppliers are required to submit the following prior to notification of award:
 - a. Valid & current Mayor’s/Business permit for 2025;
 - b. Valid & current PhilGEPS Registration Certificate/Number;
 - c. Income Tax Return (for ABCs above P500K)
 - d. Omnibus Sworn Statement (for ABCs above P50K);
 - e. Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **SIXTY (60) calendar days** from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PIA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The PIA reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the government.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

TECHNICAL SPECIFICATIONS

Note: Bidders must state either “**Comply**” or “**Not Comply**” in the column “Statement of Compliance” in each of the individual specification parameters:

PROJECT TITLE: Supply and Delivery of Two (2) Units Multi-Function Printer				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
2	unit	MULTIFUNCTION PRINTER		
		TECHNICAL SPECIFICATIONS		
		<p>Multifunction Printer - Print, Scan, Copy, Fax with ADF</p> <p>Printing</p> <p>a. Printing Technology: Piezoelectric Printhead</p> <p>b. Maximum Resolution: 5760 x 1440 dpi</p> <p> i. Print Speed</p> <ul style="list-style-type: none"> • <i>Draft Text-Memo</i>, A4 (Black*1 / Colour*2): Up to 33.0 ppm/15.0 ppm • ISO 24734, A4 (Black / Colour): Up to 10.0 ipm / 5.0 ipm • First Page Out Time (Black / Colour): Approx. 10 sec / 16 sec • Photo Default - 10 x 15 cm / 4 x 6”*23 (Border /Borderless): Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless) <p>ii. Printer Language: ESC/P-R, ESC/P Raster</p>		
		<p>Copying</p> <p>a. Copy Speed:</p> <ul style="list-style-type: none"> • ISO 29183, A4 (Black / Colour): Up to 7.7 ipm / 3.8 ipm <p>b. Maximum Copies from Standalone: 99 copies</p> <p>c. Reduction / Enlargement: 25-400%</p> <p>d. Maximum Copy Resolution: 600 x 600 dpi</p> <p>e. Maximum Copy Size: Legal</p>		
		<p>Scanning</p> <p>a. Scanner Type: Flatbed colour image scanner</p> <p>b. Sensor Type: CIS</p> <p>c. Optical Resolution: 1200 x 2400 dpi</p> <p>d. Maximum Scan Area: 216 x 297 mm</p> <p>e. Scanner Bit Depth</p> <ul style="list-style-type: none"> i. Colour: 48-bit input, 24-bit output ii. Grayscale: 16-bit input, 8-bit output 		

		<p>iii. Black & White: 16-bit input, 1-bit output</p> <p>f. Scan Speed (Flatbed/ ADF [Simplex])</p> <p>i. Monochrome 200dpi: Flatbed: 12 sec / ADF: 4.5 ipm</p> <p>ii. Colour 200dpi: Flatbed: 29 sec / ADF: 4.5 ipm</p>		
		<p>Fax Function</p> <p>a. Type of Fax: Walk-up Black-and-white and Colour Fax Capability</p> <p>b. Receive Memory / Page Memory: 1.1 MB, Page memory up to 100 pages</p> <p>c. Error Correction Mode: ITU-T T.30</p> <p>d. FAX Speed (Data Transfer Rate): Up to 33.6 kbps, Approx. 3 sec/ page</p> <p>e. FAX Resolution: Up to 200 x 200 dpi</p> <p>f. Transmission Paper Size</p> <p>i. Flatbed: Letter, A4</p> <p>ii. ADF: A4, LTR, 8.5x 13", Legal, Oficio 9, Mexico-Oficio, Indian-Legal</p> <p>g. Receiving Paper Size: Letter, A4, Legal</p> <p>h. Speed Dial / Group Dial: Up to 100 numbers, 99 groups</p> <p>i. Fax Features: PC Fax (Transmission/Receive), Automatic Redial, Address book, Broadcast Fax (Mono Only), Transmit Reservation, Polling Reception</p>		
		<p>ADF Function</p> <p>a. Support Paper Thickness: 64-95 g/m²</p> <p>b. Paper Capacity: 30 sheets (A4 Paper), 10 sheets (Legal)</p>		
		<p>Paper Handling</p> <p>a. Number of Paper Trays: 1</p> <p>b. Paper Hold Capacity</p> <p>i. Input Capacity: Up to 100 sheets of Plain paper</p> <p>ii. (80 g/m²); Up to 20 sheets of Premium Glossy Photo Paper</p> <p>c. Paper Size: Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16k(195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148mm), 5 x7", 5 x8", 4.6" Envelopes: #10, DL, C6</p> <p>d. Maximum Paper Size: 215.9 x 1200 mm</p> <p>e. Print Margin: 0 mm top, left, right, bottom via custom settings in printer driver ³</p>		
		<p>Interface</p> <p>a. USB: USB 2.0</p> <p>b. Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct</p>		

		<p>c. Network Protocol: TCP/IPv4, TCP/IPv6</p> <p>d. Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, Sntp, SLP, WSD, LLTD</p>		
		<p>Control Panel</p> <p>a. LCD Screen: 1.44” Colour LCD Screen</p>		
		<p>Printer Software</p> <p>a. Operating System Compatibility: Windows XP/ XP Professional/Vista/7/8/8.1/10, Windows Server 2003/2008/2012/2016/2019 Mac OS X 10.6.8 or later</p>		
		<p>Electrical Specifications</p> <p>a. Rated Voltage: AC 220-240 V</p> <p>b. Rated Frequency: 50- 60 Hz</p> <p>c. Power Consumption: 12.0 W (Operating), 4.5 W(Standby), 0.7 W (Sleep), 0.2 W (Power Off)</p>		
		<p>Consumables</p> <p>a. Black Ink Bottle</p> <p>b. Cyan Ink Bottle</p> <p>c. Magenta Ink Bottle</p> <p>d. Yellow Ink Bottle</p> <p>Order Code</p> <p>003</p> <p>003</p> <p>003</p> <p>003</p>		
		<p>12. Warranty and Support</p> <p>a. At least one (1) year on full parts replacement free of charge</p> <p>b. On-site/over the phone technical support (Monday-Friday 8:00AM – 5:00PM) within warranty period</p>		
DELIVERY PERIOD: Fifteen (15) days upon receipt of Purchase Order				
PRICE VALIDITY: Sixty (60) Calendar Days				

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall render our bid in automatic disqualification.

Name of Company/Bidder:	
Authorized Representative:	
Date:	<p>_____</p> <p>Signature Over Printed Name</p>



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11904208
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title SUPPLY AND DELIVERY OF TWO (2) UNITS MULTI-FUNCTION PRINTER
Area of Delivery Metro Manila

Solicitation Number: 25-03-024	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Information Technology	Date Published	21/03/2025
Approved Budget for the Contract: PHP 37,000.00	Last Updated / Time	20/03/2025 13:24 PM
Delivery Period:	Closing Date / Time	25/03/2025 17:00 PM
Client Agency:		
Contact Person: Paul John Hechanova Delos Santos Administrative Assistant III Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 paul.delossantos@pia.gov.ph		

Description

RFQ No. 25-03-024

REQUEST FOR QUOTATION

Procurement Project Title: Supply and Delivery of Two (2) Units Multi-Function Printer

Approved Budget for the Contract (ABC): 37,000.00

Purchase Request No.: 25-03-024

End-User: PCRD

Delivery Period: 15 days upon receipt of Purchase Order

Source of Funds: GAA

Deadline for Submission of bids: 25 March 2025 @ 5:00 P.M

Date: 21 March 2025

The Philippine Information Agency (PIA), through its Procurement Section – Administrative Division, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

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Philippine Information Agency
2nd Flr PIA Bldg. Visayas Avenue Diliman Quezon City
Email: paul.delossantos@pia.gov.ph
Tel Nos. 8920-43-38/0985-305-0095

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- a. Valid & current Mayor's/Business permit for 2025;
- b. Valid & current PhilGEPS Registration Certificate/Number;
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- d. Omnibus Sworn Statement (for ABCs above P50K);
- e. Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

ANNEX "A"

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of SIXTY (60) calendar days from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
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10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PIA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The PIA reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the government.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

SUPPLIERS QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT DESCRIPTION QTY UNIT COST TOTAL AMOUNT

MULTIFUNCTION PRINTER (2units)

Basic Specifications:
Print, Scan, Copy, Fax with ADF

Print speed: Up to 33 ppm/ 15 ppm
Copying Speed: Up to 7.7 ipm / 3.8 ipm
Optical Resolution: 1200 x 2400 dpi
Compact integrated tank design
ADF capability
Spill-free, error-free refilling
Wi-Fi, Wi-Fi Direct
Seamless setup via Smart Panel
Borderless printing up to 4R

Approved Budget for the Contract (ABC): Thirty-Seven Thousand Pesos Only (PHP 37,000.00)

GRAND TOTAL Amount in Words: _____
In Figures: Php _____

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Company Name:
Company Address:

Submitted by:
(Authorized Representative)

Signature Over Printed Name
Designation
Telephone No / Mobile No
Email Address:
Date Submitted:

TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" in each of the individual specification parameters:

PROJECT TITLE: Supply and Delivery of Two (2) Units Multi-Function Printer

QTY
UNIT
DESCRIPTION
REMARKS
(Brand Name/ Model, etc.)
STATEMENT OF COMPLIANCE

MULTIFUNCTION PRINTER

TECHNICAL SPECIFICATIONS

Multifunction Printer - Print, Scan, Copy, Fax with ADF

Printing

- a. Printing Technology: Piezoelectric Printhead
- b. Maximum Resolution: 5760 x 1440 dpi
- I. Print Speed
 - Draft Text-Memo, A4 (Black*1 / Colour*2): Up to 33.0 ppm/15.0 ppm
 - ISO 24734, A4 (Black / Colour): Up to 10.0 ipm / 5.0 ipm
 - First Page Out Time (Black / Colour): Approx. 10 sec / 16 sec
 - Photo Default - 10 x 15 cm / 4 x 6"*23 (Border /Borderless): Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)
- ii. Printer Language: ESC/P-R, ESC/P Raster

Copying

- a. Copy Speed:
 - ISO 29183, A4 (Black / Colour): Up to 7.7 ipm / 3.8 ipm
- b. Maximum Copies from Standalone: 99 copies
- c. Reduction / Enlargement: 25-400%
- d. Maximum Copy Resolution: 600 x 600 dpi
- e. Maximum Copy Size: Legal

Scanning

- a. Scanner Type: Flatbed colour image scanner
- b. Sensor Type: CIS
- c. Optical Resolution: 1200 x 2400 dpi d. Maximum Scan Area: 216 x 297 mm
- e. Scanner Bit Depth
- i. Colour: 48-bit input, 24-bit output
- ii. Grayscale: 16-bit input, 8-bit output
- iii. Black & White: 16-bit input, 1-bit output
- f. Scan Speed (Flatbed/ ADF [Simplex])
- i. Monochrome 200dpi: Flatbed: 12 sec / ADF: 4.5 ipm
- ii. Colour 200dpi: Flatbed: 29 sec / ADF: 4.5 ipm

Fax Function

- a. Type of Fax: Walk-up Black-and-white and Colour Fax Capability
- b. Receive Memory / Page Memory: 1.1 MB, Page memory up to 100 pages
- c. Error Correction Mode: ITU-T T.30
- d. FAX Speed (Data Transfer Rate): Up to 33.6 kbps, Approx. 3 sec/ page
- e. FAX Resolution: Up to 200 x 200 dpi
- f. Transmission Paper Size
- i. Flatbed: Letter, A4
- ii. ADF: A4, LTR, 8.5x 13", Legal, Oficio 9, Mexico-Oficio, Indian-Legal
- g. Receiving Paper Size: Letter, A4, Legal
- h. Speed Dial / Group Dial: Up to 100 numbers, 99 groups
- i. Fax Features: PC Fax (Transmission/Receive), Automatic Redial, Address book, Broadcast Fax (Mono Only), Transmit Reservation, Polling Reception

ADF Function

- a. Support Paper Thickness: 64-95 g/m²
- b. Paper Capacity: 30 sheets (A4 Paper), 10 sheets (Legal)

Paper Handling

- a. Number of Paper Trays: 1
- b. Paper Hold Capacity
- i. Input Capacity: Up to 100 sheets of Plain paper
- ii. (80 g/m²); Up to 20 sheets of Premium Glossy Photo Paper
- c. Paper Size: Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16k(195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148mm), 5 x7", 5 x8", 4.6" Envelopes: #10, DL, C6
- d. Maximum Paper Size: 215.9 x 1200 mm
- e. Print Margin: 0 mm top, left, right, bottom via custom settings in printer driver ³

Interface

- a. USB: USB 2.0
- b. Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct
- c. Network Protocol: TCP/IPv4, TCP/IPv6
- d. Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SNT, SLP, WSD, LLTD

Control Panel

- a. LCD Screen: 1.44" Colour LCD Screen

Printer Software

- a. Operating System Compatibility: Windows XP/ XP Professional/Vista/7/8/8.1/10, Windows Server 2003/2008/2012/2016/2019 Mac OS X 10.6.8 or later

Electrical Specifications

- a. Rated Voltage: AC 220-240 V
- b. Rated Frequency: 50- 60 Hz
- c. Power Consumption: 12.0 W (Operating), 4.5 W(Standby), 0.7 W (Sleep), 0.2 W (Power Off)

Consumables Order Code

- a. Black Ink Bottle 003
- b. Cyan Ink Bottle 003
- c. Magenta Ink Bottle 003
- d. Yellow Ink Bottle 003

Warranty and Support

- a. At least one (1) year on full parts replacement free of charge
- b. On-site/over the phone technical support (Monday-Friday 8:00AM – 5:00PM) within warranty period

DELIVERY PERIOD: Fifteen (15) days upon receipt of Purchase Order
 PRICE VALIDITY: Sixty (60) Calendar Days

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall render our bid in automatic disqualification.

Name of Company/Bidder:

Authorized Representative:

Signature Over Printed Name

Date:

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Printer	Multi-Function Printer	2	Unit	37,000.00

Created by Ronelio N Hernandez

Date Created 20/03/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.