



RFQ No. 25-02-010

## REQUEST FOR QUOTATION

<b>Procurement Project Title :</b>	<b>PROCUREMENT OF ICT EQUIPMENT</b> (1 unit LaserJet Printer & 1 unit Print, Scan, Copy, Fax with ADF Printer)		
<b>Approved Budget for the Contract (ABC):</b>	<b>Php 66,295.00</b>	Purchase Request No.:	25-02-010
End-User :	ODG	Delivery Period:	15 Days upon issuance of PR
Source of Funds:	GAA	Deadline for Submission of Bids:	<b>10 March 2025 – 5:00 PM</b>

Date : 06 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**  
**2<sup>nd</sup> Flr PIA Bldg. Visayas Avenue Diliman Quezon City**  
**Email: [charmaine.delacruz@pia.gov.ph](mailto:charmaine.delacruz@pia.gov.ph)**  
**Tel No. 8920-43-38**

- Suppliers are required to submit the following prior to notification of award:
  - Valid & current Mayor's/Business permit for 2025;
  - Valid & current PhilGEPS Registration Certificate/Number;
  - Income Tax Return (for ABCs above P500K)
  - Omnibus Sworn Statement (for ABCs above P50K);
  - 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.

## 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
<b>unit</b>	<b>LaserJet Printer</b>	<b>1</b>		
	Specifications: - Up to 24 ppm - Up to 1200x1200 dpi - Control Panel 4-Line LCD			
<b>unit</b>	<b>Print, Scan, Copy, Fax with ADF Printer</b>	<b>1</b>		
	Specifications: - Print speeds up to 17ipm for black and 9.5ipm for colour - Auto-duplex printing - Maximum Resolution: 4800x1200 dpi - 2 years warranty or 50,000 pages, whichever comes first			
	---000---			
	<b>Approved Budget for the Contract (ABC):</b>  <b><u>Sixty-Six Thousand Two Hundred Ninety-Five Pesos (Php 66,295.00)</u></b>	<b>GRAND TOTAL</b> 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.

<i>Company Name:</i>	
<i>Company Address :</i>	
<i>Submitted by : (Authorized Representative)</i>	_____ <i>Signature Over Printed Name</i>
<i>Designation</i>	
<i>Telephone No / Mobile No</i>	
<i>Email Address :</i>	
<i>Date Submitted :</i>	

### TECHNICAL SPECIFICATIONS

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

<b>PROJECT TITLE :      PROCUREMENT OF ICT EQUIPMENT</b> (1 unit LaserJet Printer & 1 unit Print, Scan, Copy, Fax with ADF Printer)				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
1	unit	<b>LaserJet Printer</b>		
		Specifications: - Up to 24 ppm - Up to 1200x1200 dpi - Control Panel 4-Line LCD		
		<b>(ABC Php 45,000.00)</b>		
1	unit	<b>Print, Scan, Copy, Fax with ADF Printer</b>		
		Specifications: - Print speeds up to 17ipm for black and 9.5ipm for colour - Auto-duplex printing - Maximum Resolution: 4800x1200 dpi - 2 years warranty or 50,000 pages, whichever comes first		
		<b>(ABC Php 21,295.00)</b>		
		<b>TERMS OF PAYMENT:</b>		
		Upon presentation of proper billing.		
<b>DELIVERY PERIOD :</b>				
Fifteen (15) calendar days upon issuance of Purchase Order.				
<b>PRICE VALIDITY :</b>				
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:	<div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> Signature Over Printed Name
Date :	



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11844942  
**Procuring Entity** PHILIPPINE INFORMATION AGENCY  
**Title** PROCUREMENT OF ICT EQUIPMENT (1 unit LaserJet Printer & 1 unit Print, Scan, Copy, Fax with ADF Printer)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	25-02-010	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Information Technology		
<b>Approved Budget for the Contract:</b>	PHP 66,295.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	06/03/2025
<b>Contact Person:</b>	Charmaine Maningas Dela Cruz Administrative Assistant V Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338  charmaine.delacruz@pia.gov.ph	<b>Last Updated / Time</b>	05/03/2025 14:41 PM
		<b>Closing Date / Time</b>	10/03/2025 17:00 PM

#### Description

RFQ No. 25-02-010

REQUEST FOR QUOTATION

Procurement Project Title :

PROCUREMENT OF ICT EQUIPMENT  
(1 unit LaserJet Printer & 1 unit Print, Scan, Copy, Fax with ADF Printer)

Approved Budget for the Contract (ABC): Php 66,295.00  
Purchase Request No.: 25-02-010  
End-User : ODG  
Delivery Period: 15 Days upon issuance of PR  
Source of Funds: GAA  
Deadline for Submission of Bids: 10 March 2025 – 5:00 PM

Date : 06 March 2025

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No. 9184.

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ATTY. ALLAN VINCENT B. LORENZO  
BAC- Chairperson

#### ANNEX "A"

##### TERMS AND CONDITIONS:

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UNIT DESCRIPTION	QTY	UNIT COST	TOTAL AMOUNT
unit LaserJet Printer	1		
Specifications:			
- Up to 24 ppm			
- Up to 1200x1200 dpi			

- Control Panel 4-Line LCD

unit Print, Scan, Copy, Fax with ADF Printer 1

Specifications:

- Print speeds up to 17ipm for black and 9.5ipm for colour
  - Auto-duplex printing
  - Maximum Resolution: 4800x1200 dpi
  - 2 years warranty or 50,000 pages, whichever comes first
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Approved Budget for the Contract (ABC):

Sixty-Six Thousand Two Hundred Ninety-Five Pesos (Php 66,295.00)

GRAND TOTAL

Amount in Words : \_\_\_\_\_

In Figures : Php \_\_\_\_\_

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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 : PROCUREMENT OF ICT EQUIPMENT

(1 unit LaserJet Printer & 1 unit Print, Scan, Copy, Fax with ADF Printer)

#### QTY UNIT DESCRIPTION REMARKS

(Brand Name/ Model, etc.)

#### STATEMENT OF COMPLIANCE

1 unit LaserJet Printer

Specifications:

- Up to 24 ppm
- Up to 1200x1200 dpi
- Control Panel 4-Line LCD

(ABC Php 45,000.00)

1 unit Print, Scan, Copy, Fax with ADF Printer

Specifications:

- Print speeds up to 17ipm for black and 9.5ipm for colour
- Auto-duplex printing
- Maximum Resolution: 4800x1200 dpi
- 2 years warranty or 50,000 pages, whichever comes first

(ABC Php 21,295.00)

#### TERMS OF PAYMENT:

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#### PRICE VALIDITY :

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Name of Company/Bidder:

Authorized Representative:

Signature Over Printed Name

Date :

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	LaserJet Printer & Print Scan Copy Printer	LaserJet Printer & Print Scan Copy Printer	1	Lot	66,295.00

**Created by** Ronelio N Hernandez

**Date Created** 05/03/2025

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.