



Presidential Communications Office

Philippine Information Agency

Ahensiyang Pang-impormasyon ng Pilipinas



RFQ No. 25-03-017

REQUEST FOR QUOTATION

Procurement Project Title :	Procurement of Various Printer Lot (1 and 2) Five (5) Units Ink Tank Printer and Consumable and One (1) Unit Portable Printer and Consumable		
Approved Budget for the Contract (ABC):	Lot:1 Php 125,000.00 Lot:2 Php 25,000.00	Purchase Request No.:	25-03-017
End-User :	FMD	Delivery Period:	Fifteen (15) working days upon receipt of PO
Source of Funds:	GAA	Deadline for Submission of bids:	

Date: _____

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: procurement@pia.gov.ph
Tel No. 8920-43-38

1. 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); and
- 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:

[illegible]

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.

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: Procurement of Various Printer Lot (1-2) Five (5) units Ink Tank Printer and Consumable and one (1) unit Portable Printer and Consumable				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
		INTRODUCTION Procurement of five (5) units Ink Tank Printer and Consumable and one (1) unit Portable Printer and Consumable		
		Lot 1		
5	Units	Ink Tank Printer with consumable ink		
		Basic Specs :		
		<i>Print, Scan, Copy</i>		
		<i>Compact integrated tank design</i>		
		<i>Print speeds up to 15.5ipm for black and 8.5ipm for colour</i>		
		<i>Auto-Duplex printing</i>		
		<i>ADF capability</i>		
		<i>Ethernet & Wi-Fi Direct</i>		
		<i>Seamless setup with Smart Panel</i>		
		<i>LCD Screen: 2.4" colour LCD Screen</i>		
		<i>Borderless Printing up to A4 size</i>		
		<i>Spill-free ink refilling</i>		
		<i>Warranty of 2 years</i>		
5	sets	<i>Consumables (additional)</i>		
		Lot 2		
1	Unit	Portable printer with consumable ink		
		Basic Specs :		
		<i>Print, Scan, Copy</i>		
		<i>Print speeds up to 9ppm for black and 5.5ppm for colour</i>		
		<i>Resolution : 4800 x 1200 dpi</i>		
		<i>Wi-fi Standard</i>		
		<i>Borderless printing Up to A4 size</i>		
1	set	<i>Consumable (Additional)</i>		
		DURATION Delivery of fifteen (15) working days		
		DELIVERABLE Selected vendor shall provide five (5) unit Inks Tank Printer and Consumables and one (1) unit portable printer and consumable (Ink) that meets the specification listed by the end-user with warranty and after sales support documentation		
		BUDGET Php 150,000.00 inclusive of tax		
DELIVERY PERIOD: Fifteen (15) working days upon receipt of PO				

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:	<div style="text-align: center;">_____ Signature Over Printed Name</div>
Date :	



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11875386
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title Procurement of Various Printer Lot (1-2) Five (5) units Ink Tank Printer and Consumable and one (1) unit Portable Printer and Consumable
Area of Delivery Metro Manila

Solicitation Number:	RFQ No. 25-03-017	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables	Document Request List	0
Approved Budget for the Contract:	PHP 150,000.00	Date Published	14/03/2025
Delivery Period:	15 Day/s		
Client Agency:		Last Updated / Time	13/03/2025 11:31 AM
Contact Person:	Jupalyn Laderas Benedicto Procurement Officer Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 jupalyn.benedicto@pia.gov.ph	Closing Date / Time	19/03/2025 17:00 PM

Description

RFQ No. 25-03-017

REQUEST FOR QUOTATION

Date: _____

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: procurement@pia.gov.ph
Tel No. 8920-43-38

1. 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); and

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

Procurement Project Title : Procurement of Various Printer Lot (1 and 2) Five (5) Units Ink Tank Printer and Consumable and One (1) Unit Portable Printer and Consumable

Approved Budget for the

Contract (ABC):

Lot:1 Php 125,000.00

Lot:2 Php 25,000.00

Purchase Request No.: 25-03-017

End-User : FMD Delivery

Period: Fifteen (15) working days upon receipt of PO

Source of Funds: GAA

Deadline for Submission of bids:

Page 2 of 5

PIA Building, Visayas Avenue, Vasra, Quezon City, 1128

Tel. No. +63 2 8920 1224 - www.pia.gov.ph

ADMIN-T-001 rev1

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.
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.

Page 3 of 5

PIA Building, Visayas Avenue, Vasra, Quezon City. 1128
Tel. No. +63 2 8920 1224 - www.pia.gov.ph

ADMIN-T-001 rev1

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

Lot 1

5 Units Ink Tank Printer with consumable ink

Basic Specs:

Print, Scan, Copy

Compact integrated tank design

Print speeds up to 15.5 ipm for black and 8.5ipm for colour

Auto-Duplex printing

ADF capability

Ethernet & Wi-Fi Direct

Seamless setup with Smart Panel

LCD Screen: 2.4" colour LCD Screen

Borderless Printing up to A4 size

Spill-free ink refilling

Warranty of 2 years

5 sets Consumables (additional)

Lot 2

1 Unit Portable printer with consumable ink 1

Basic Specs:

Print, Scan, Copy

Print speeds up to 9ppm for black and 5.5ppm for colour

Resolution : 4800 x 1200 dpi

Wi-fi Standard

Borderless printing Up to A4 size

1 set Consumable ink (Additional)

Approved Budget for the Contract (ABC):

Lot 1: Php 125,000.00

Lot 2: Php 25,000.00

Total ABC: Php 150,000.00

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 :

Page 4 of 5

PIA Building, Visayas Avenue, Vasra, Quezon City. 1128
Tel. No. +63 2 8920 1224 - www.pia.gov.ph

ADMIN-T-001 rev1

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 Various Printer Lot (1-2) Five (5) units Ink Tank Printer and Consumable and one (1) unit Portable Printer and Consumable

QTY

UNIT

DESCRIPTION

REMARKS

(Brand Name/
Model, etc.)

STATEMENT OF COMPLIANCE

INTRODUCTION

Procurement of five (5) Units Ink Tank
Printer and Consumable and One (1)
Unit Portable Printer and Consumable

Lot 1

5 Units Ink Tank Printer with consumable ink

Basic Specs :

Print, Scan, Copy

Compact integrated tank design

Print speeds up to 15.5ipm for black and 8.5ipm for colour

Auto-Duplex printing

ADF capability

Ethernet & Wi-Fi Direct

Seamless setup with Smart Panel

LCD Screen: 2.4" colour LCD Screen

Borderless Printing up to A4 size

Spill-free ink refilling

Warranty of 2 years

5 sets Consumables (additional)

Lot 2

1 Unit Portable printer with consumable ink

Basic Specs :

Print, Scan, Copy

Print speeds up to 9ppm for black and 5.5ppm for colour

Resolution : 4800 x 1200 dpi

Wi-fi Standard

Borderless printing Up to A4 size

1 set Consumable (Additional)

DURATION: Delivery of fifteen (15) working days upon receipt of PO

DELIVERABLE

Selected vendor shall provide five (5)
units Ink Tank Printer and
Consumables and one (1) unit portable
printer and consumable (Ink) that
meets the specification listed by the
end-user with warranty and after sales
support documentation

BUDGET

Php 150,000.00 inclusive of tax

DELIVERY PERIOD: Fifteen (15) working days upon receipt of PO

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 :

Created by Ronelio N Hernandez

Date Created 12/03/2025

contact person/s of the concerned party.

© 2004-2025 DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)