



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11909987
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title PROCUREMENT OF ONE (1) UNIT OF PRINTER (ALL-IN-ONE)
Area of Delivery Metro Manila

Solicitation Number:	25-03-025	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	24/03/2025
Approved Budget for the Contract:	PHP 21,295.00	Last Updated / Time	21/03/2025 16:07 PM
Delivery Period:	15 Day/s	Closing Date / Time	27/03/2025 17:00 PM
Client Agency:			
Contact Person:	Teddy Leinne Escudro Santos Procurement Staff Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 teddy.santos@pia.gov.ph		

Description

RFQ No. 25-03-025

REQUEST FOR QUOTATION

Procurement Project Title : Procurement of One (1) unit of Printer (All-In-One)

Approved Budget for the Contract (ABC): Php 21,295.00 Purchase Request No.: 25-03-025

End-User : ODDG-RO Delivery Period: 15 days upon receipt of the Purchase Order

Source of Funds: GAA Deadline for Submission of bids: 27 March 2025 5:00PM

Date : 24 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: teddy.santos@pia.gov.ph
Tel No. 8920-43-38
Mobile No. 0928-945-6834

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

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.

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

unit Printer (All-In-One) 1
FEATURES
Print, Scan, Copy
Print speeds up to 17ipm for black and 9.5ipm for color
Auto-Duplex printing
Wi-Fi & Wi-Fi Direct
With warranty
With one set of ink

*Please see Terms of Reference for more details

Approved Budget for the Contract (ABC): 21,295.00 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 : Procurement of One (1) unit of Printer (All-In-One)

QTY
UNIT
DESCRIPTION
REMARKS
(Brand Name/ Model, etc.)
STATEMENT OF COMPLIANCE
1 unit Printer (All-In-One)
FEATURES
Print, Scan, Copy
Print speeds up to 17ipm for black and 9.5ipm for color
Auto-Duplex printing
Wi-Fi & Wi-Fi Direct
With two (2) years warranty
With one set of ink

Terms Of Reference

I.PROJECT DESCRIPTION

Features:
• Print, Scan and Copy
• Print speeds up to 17ipm for black and 9.5ipm for colour
• Auto-Duplex printing
• Wi-Fi& Wi-Fi Direct
• With 2 years warranty
• With one set of ink
• Printing
Nozzle Configuration: 400 x 1 nozzles (Black), 128 x 1 nozzles per Color (Cyan, Magenta, Yellow)
Maximum Resolution: 4800 x 1200 dpi
Automatic 2-sided Printing: Yes
• Print Speed
Draft, A4 (Black / Color): Up to 37.0 ppm / 23.0 ppm*2
ISO 24734, A4 Simplex (Black / Color): Up to 17.0 ipm / 9.5 ipm*2 ISO 24734, A4 Duplex (Black / Color): Up to 7.5 ipm / 5.0 ipm*2 First Page Out Time from Ready Mode (Black / Color): Simplex: Up to 7.0 sec / 11.0 sec*2
• Copy Function
Reduction / Enlargement: 25-400%
Maximum Copy Size: Legal
Copy Resolution: 600 x 600 dpi
Max Copies: 99 copies
• Scanning
Scanner Type: Flatbed color image scanner
Sensor Type: CIS
Optical Resolution: 1200 x 2400 dpi
Maximum Scan Area: 216 x 297 mm
Scanner Bit Depth (Color): 48-bit input, 24-bit output
Scanner Bit Depth (Grayscale):16-bit input, 8-bit output
Scanner Bit Depth (Black & White):16-bit input, 1-bit output
• ADF Specifications
Support Paper Thickness: 64-95 g/m2
Paper Capacity: 35 sheets (A4 Paper), 10 sheets (Legal)
RESPONSIBILITIES OF THE SUPPLIER

- A. The printer must be brand new, free from damage and must have a warranty.
- B. The supplier must deliver the printer following the delivery schedule specified in the above scheduled requirements.
- C. Upon delivery, the supplier must provide warranty documents, and documents comprising the specification of the purchased printer.

DELIVERY PERIOD : Fifteen (15) days upon receipt of the 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	Procurement of One (1) Unit of Printer (All-In-One	Procurement of One (1) Unit of Printer (All-In-One)	1	Unit	21,295.00

Created by Ronelio N Hernandez
Date Created 21/03/2025

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.



Presidential Communications Office

Philippine Information Agency

Ahensiyang Pang-impormasyon ng Pilipinas



RFQ No. 25-03-025

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UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL AMOUNT
unit	Printer (All-In-One)	1		
	FEATURES			
	Print, Scan, Copy			
	Print speeds up to 17ipm for black and 9.5ipm for color			
	Auto-Duplex printing			
	Wi-Fi & Wi-Fi Direct			
	With warranty			
	With one set of ink			
	<i>*Please see Terms of Reference for more details</i>			
	Approved Budget for the Contract (ABC): <u>21,295.00</u>	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)	_____
Designation	Signature Over Printed Name
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 One (1) unit of Printer (All-In-One)				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
1	unit	Printer (All-In-One)		
		FEATURES		
		Print, Scan, Copy		
		Print speeds up to 17ipm for black and 9.5ipm for color		
		Auto-Duplex printing		
		Wi-Fi & Wi-Fi Direct		
		With two (2) years warranty		
		With one set of ink		
		Terms Of Reference		
		I.PROJECT DESCRIPTION Features: <ul style="list-style-type: none"> • Print, Scan and Copy • Print speeds up to 17ipm for black and 9.5ipm for colour • Auto-Duplex printing • Wi-Fi& Wi-Fi Direct • With 2 years warranty • With one set of ink 		
		• Printing Nozzle Configuration: 400 x 1 nozzles (Black), 128 x 1 nozzles per Color (Cyan, Magenta, Yellow) Maximum Resolution: 4800 x 1200 dpi Automatic 2-sided Printing: Yes		
		• Print Speed Draft, A4 (Black / Color): Up to 37.0 ppm / 23.0 ppm*2 ISO 24734, A4 Simplex (Black / Color): Up to 17.0 ipm / 9.5 ipm*2 ISO 24734, A4 Duplex (Black / Color): Up to 7.5 ipm / 5.0 ipm*2 First Page Out Time from Ready Mode (Black / Color): Simplex: Up to 7.0 sec / 11.0 sec*2		
		• Copy Function Reduction / Enlargement: 25-400% Maximum Copy Size: Legal Copy Resolution: 600 x 600 dpi Max Copies: 99 copies		
		• Scanning Scanner Type: Flatbed color image scanner Sensor Type: CIS Optical Resolution: 1200 x 2400 dpi Maximum Scan Area: 216 x 297 mm Scanner Bit Depth (Color): 48-bit input, 24-bit output		

		Scanner Bit Depth (Grayscale):16-bit input, 8-bit output Scanner Bit Depth (Black & White):16-bit input, 1-bit output		
		• ADF Specifications Support Paper Thickness: 64-95 g/m2 Paper Capacity: 35 sheets (A4 Paper), 10 sheets (Legal)		
		RESPONSIBILITIES OF THE SUPPLIER A. The printer must be brand new, free from damage and must have a warranty. B. The supplier must deliver the printer following the delivery schedule specified in the above scheduled requirements. C. Upon delivery, the supplier must provide warranty documents, and documents comprising the specification of the purchased printer.		
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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 :	