



REQUEST FOR QUOTATION

Procurement Project Title :	Procurement of Various Office Equipment L1 – Printer L2 – Printer L3 – Scanner, Portable Printer, Laser Printer & Shredder		
Approved Budget for the Contract (ABC):	L1 – Php 26,990.00 L2 – Php 49,000.00 L3 – Php 107,000.00	Purchase Request No.:	25-03-030 25-03-033 25-03-035
End-User :	L1 – ROD L2 – ODG L3 - HRDD	Delivery Period:	L1 – 30 c/d upon receipt of P.O. L2 – 15 c/d upon receipt of P.O L3 - 30 c/d upon receipt of P.O.
Source of Funds:	GAA	Deadline for Submission of bids:	11 April 2025 5:00 PM

Date : 08 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 Rule V, Sec.42 of Republic Act (RA) 12009 or the New Government Procurement Act, and the use of Small Value Procurement (SVP) in its IRR, Rule IV-Modes of Procurement.

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: 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 Republic Act (RA) 12009 or the New Government Procurement Act and its 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
Procurement of Various Office Equipment (Lots 1-3)				
units	<u>Lot 1</u> Supply and delivery of Multi-function Inkjet Printer	2		
	Specification: 1.Print, Scan, Copy, Fax 2.Compact integrated tank design 3.High yield in bottles 4.Spill-free, error-free refilling 5.Wi-Fi, Wi-Fi Direct 6.Borderless printing up to 4R			
	Lot 1 - Approved Budget for the Contract (ABC): <u>Twenty-six Thousand Nine Hundred Ninety Pesos (Php 26,990.00)</u>	GRAND TOTAL Amount in Words : _____ In Figures : Php _____		
unit	<u>Lot 2</u> Supply and delivery of Printer	1		
	- Up to 24 ppm			
	- Up to 1200x1200 dpi			
	- Control Panel 4-Line LCD			
	- LaserJet			
	- Duplex printing (Automatic)			
	- Print, Copy, & Scan			
	- Scan Size: Flatbed (297x432mm); ADF (297x432mm)			
	- Dimension: 560x583x505 mm			
	- Weight: 30 kg			
	- Memory: Standard (512 MB)			
	Lot 2 - Approved Budget for the Contract (ABC): <u>Forty-Nine Thousand Pesos (Php 49,000.00)</u>	GRAND TOTAL Amount in Words : _____ In Figures : Php _____		
	<u>Lot 3</u> Scanner, Portable Printer, Laser Printer & Shredder			
Unit	<u>Overhead book scanner</u> Specifications: Scan up to A2 in size (594x420 mm) Scan documents, drawings, journals, newspapers Optical 20.1MP CMOS sensor In-built 3 stage LED lighting Choice of scanning modes to enhance images Automatic image cropping deskewing Text orientation correction image edge fill Dedicated book scanning mode Page curvature correction Erase finger masking Page turn detection- auto-capture Splits double pages	1		

	Choice of saving formats JPEG, TIFF. PDF Word searchable PDF Editable text file E-book (EPUB) Text To Speech MP3 files Visualizer function Lightweight aluminum design Foldable and portable USB connection and powered Handy scan button controller Simple to use software			
unit	<u>Portable Inkjet Wireless Printer</u> Specifications: Print speed up to 14 ppm or more Colour LCD Panel Wi-Fi and Wi-Fi Direct connectivity With built-in battery option Maximum resolution: 5760 x 1440 Paper Feed Method: Friction feed Number of Paper Trays: 1 Standard Paper Input Capacity: Up to 20 Sheets, A4 Plain paper (75g/m2) Maximum Paper Size: 210 x 355.6mm (8.27 x 14") Paper Sizes: Legal, Letter, A4, B5, A5, A6, 8x10", 5x7", 4x6", Envelopes: #10, DL, C6 Print Margin: (with Border) 3mm top, left, right, bottom USB Hi-Speed 2.0	1		
unit	<u>Color Laser Printer</u> Functions: Print, Scan, Copy Print Speed: Up to 30 (Mono)/Up to 30 (Colour)ppm (A4) Up to 31(Mono)/Up to 31(Colour) ppm (Letter) Paper Size: A4, Letter, B5 (JIS), B5 (ISO), B6 (JIS), A5, A5 (Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Legal, 16K (195x270mm), A4 Short(270mm Paper), COM-10, DL, C5, Monarch Printer Type: Laser Printer Paper Type: Plain Paper, Thin Paper, Thick Paper, Recycled Paper, Bond, Label, Envelope, Env. Thin, Env. Thick, Glossy Paper Maximum Paper Capacity: Up to 280 sheets of 80 gsm plain paper Touchscreen LCD Wireless Connectivity Automatic 2-sided (Duplex) Print	1		
unit	<u>Heavy-duty Paper Shredder</u> Specifications: 15 or more sheets of paper per feed 22-30L Bin Capacity Shred type: Micro Cut Shred size: 2 x 12 mm Operating time: 45-60 minutes continuous Shred speed: 2m/min Security Level 5 With a dedicated slot to shred cards or CD/DVD Anti-Jam: Reverse function With caster wheels for easy moving	1		
	Lot 3 –Approved Budget for the Contract (ABC): <u>One Hundred Seven Thousand Pesos (Php 107,000.00)</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)	<div>Signature Over Printed Name</div>
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 Office Equipment - Lot 1				
QTY	UNIT	DESCRIPTION	REMARKS (Brand Name/ Model, etc.)	STATEMENT OF COMPLIANCE
2	units	Lot 1 Supply and delivery of Multi- function Inkjet Printer		
		1.Features:		
		• Print, Scan, Copy, Fax with ADF		
		• Compact integrated tank design		
		• High yield ink bottles		
		• Spill-free, error-free refilling		
		• Ethernet/Wi-Fi Direct/Wi-Fi Ready		
		• Borderless printing up to 4R		
		2.Printing		
		• Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow)		
		• Maximum Resolution: 5760 x 1440 dpi		
		• Photo Default - 10 x 15 cm / 4x6"*1: Approx. 69 sec per photo (Border)/ 90 sec per photo (Borderless)*2		
		• Draft, A4 (Black / Colour): Up to 33 ppm / 15 ppm*2		
		• ISO 24734, A4 Simplex (Black / Colour): Up to 10 ipm / 5.0 ipm*2		
		• First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec*2		
		Technical requirement: • The items shall be covered by warranty on all parts, components and after-sales services for a period of one (1) year after its inspection and acceptance by the agency • The supplier/provider shall provide one (1) set of ink upon delivery of the unit		
DELIVERY PERIOD : L1- Thirty (30) calendar days from the receipt of P.O				
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 :	

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 Office Equipment – Lot 2				
QTY	UNIT	DESCRIPTION	REMARKS (Brand Name/ Model, etc.)	STATEMENT OF COMPLIANCE
1	unit	<u>Lot 2</u> Supply and delivery of Printer		
		- Up to 24 ppm		
		- Up to 1200x1200 dpi		
		- Control Panel 4-Line LCD		
		- LaserJet		
		- Duplex printing (Automatic)		
		- Print, Copy, & Scan		
		- Scan Size: Flatbed (297x432mm); ADF (297x432mm)		
		- Dimension: 560x583x505 mm		
		- Weight: 30 kg		
		- Memory: Standard (512 MB)		
		-NF-		
DELIVERY PERIOD : L2- Fifteen (15) calendar days upon receipt of P.O				
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 :	

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 Office Equipment – Lot 3				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
		<u>Lot 3</u> Scanner, Portable Printer, Laser Printer & Shredder		
1	unit	<u>Overhead book scanner</u> Specifications: Scan up to A2 in size (594x420 mm) Scan documents, drawings, journals, newspapers Optical 20.1MP CMOS sensor In-built 3 stage LED lighting Choice of scanning modes to enhance images Automatic image cropping deskewing Text orientation correction image edge fill Dedicated book scanning mode Page curvature correction Erase finger masking Page turn detection- auto-capture Splits double pages Choice of saving formats JPEG, TIFF, PDF Word searchable PDF Editable text file E-book (EPUB) Text To Speech MP3 files Visualizer function Lightweight aluminum design Foldable and portable USB connection and powered Handy scan button controller Simple to use software		
1	unit	<u>Portable Inkjet Wireless Printer</u> Specifications: Print speed up to 14 ppm or more Colour LCD Panel Wi-Fi and Wi-Fi Direct connectivity With built-in battery option Maximum resolution: 5760 x 1440 Paper Feed Method: Friction feed Number of Paper Trays: 1 Standard Paper Input Capacity: Up to 20 Sheets, A4 Plain paper (75g/m2) Maximum Paper Size: 210 x 355.6mm (8.27 x 14") Paper Sizes: Legal, Letter, A4, B5, A5, A6, 8x10",5x7", 4x6", Envelopes:#10, DL, C6 Print Margin:(with Border) 3mm top, left, right, bottom USB Hi-Speed 2.0		
1	unit	<u>Color Laser Printer</u> Functions: Print, Scan, Copy Print Speed: Up to 30 (Mono)/Up to 30 (Colour)ppm (A4)		

		Up to 31(Mono)/Up to 31(Colour) ppm (Letter) Paper Size: A4, Letter, B5 (JIS), B5 (ISO), B6 (JIS),A5,A5 (Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Legal, 16K (195x270mm),A4 Short(270mm Paper), COM-10, DL, C5, Monarch Printer Type: Laser Printer Paper Type: Plain Paper, Thin Paper, Thick Paper, Recycled Paper, Bond, Label, Envelope, Env. Thin, Env.Thick, Glossy Paper Maximum Paper Capacity: Up to 280 sheets of 80 gsm plain paper Touchscreen LCD Wireless Connectivity Automatic 2-sided (Duplex) Print		
1	unit	Heavy-duty Paper Shredder Specifications: 15 or more sheets of paper per feed 22-30L Bin Capacity Shred type: Micro Cut Shred size: 2 x 12 mm Operating time: 45-60 minutes continuous Shred speed: 2m/min Security Level 5 With a dedicated slot to shred cards or CD/DVD Anti-Jam: Reverse function With caster wheels for easy moving		
DELIVERY PERIOD : L3- Thirty (30) calendar days from the receipt of P.O				
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 :	

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number11952386

Procuring EntityPHILIPPINE INFORMATION AGENCY

TitleProcurement of Various Office Equipment (Lots 1-3)

Area of DeliveryMetro Manila

 [Printable Version](#)

Solicitation Number:	25-03-030 L1-3	Status	In-Preparation
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)		
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment		
Approved Budget for the Contract:	PHP 182,990.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	08/04/2025
Contact Person:	Charmaine Maningas Dela Cruz Administrative Assistant V Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 Ext. 63-- charmaine.delacruz@pia.gov.ph	Last Updated / Time	07/04/2025 3:40 PM
		Closing Date / Time	11/04/2025 5:00 PM

Description

RFQ No. 25-03-030 L1-3

REQUEST FOR QUOTATION

Procurement Project Title : Procurement of Various Office Equipment

L1 – Printer

L2 – Printer

L3 – Scanner, Portable Printer, Laser Printer & Shredder

Approved Budget for the Contract (ABC):

L1 – Php 26,990.00

L2 – Php 49,000.00

L3 – Php 107,000.00 Purchase Request No.: 25-03-030

25-03-033

25-03-035

End-User :

L1 – ROD

L2 – ODG

L3 - HRDD Delivery Period: L1 – 30 c/d upon receipt of P.O.

L2 – 15 c/d upon receipt of P.O

L3 - 30 c/d upon receipt of P.O.

Source of Funds: GAA

Deadline for Submission of bids: 11 April 2025

5:00 PM

Date : 08 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 Rule V, Sec.42 of Republic Act (RA) 12009 or the New Government Procurement Act, and the use of Small Value Procurement (SVP) in its IRR, Rule IV-Modes of Procurement.

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

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 Republic Act (RA) 12009 or the New Government Procurement Act and its 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

Procurement of Various Office Equipment (Lots 1-3)

Lot 1

2 units Supply and delivery of Multi-function Inkjet Printer

Specification:

1. Print, Scan, Copy, Fax
2. Compact integrated tank design
3. High yield in bottles
4. Spill-free, error-free refilling
5. Wi-Fi, Wi-Fi Direct
6. Borderless printing up to 4R

Lot 1 - Approved Budget for the Contract (ABC):

Twenty-six Thousand Nine Hundred Ninety Pesos (Php 26,990.00)

GRAND TOTAL

Amount in Words : _____

In Figures : Php _____

Lot 2

1 unit Supply and delivery of Printer

- Up to 24 ppm
- Up to 1200x1200 dpi
- Control Panel 4-Line LCD
- LaserJet
- Duplex printing (Automatic)
- Print, Copy, & Scan
- Scan Size: Flatbed (297x432mm); ADF (297x432mm)
- Dimension: 560x583x505 mm
- Weight: 30 kg
- Memory: Standard (512 MB)

Lot 2 - Approved Budget for the Contract (ABC):

Forty-Nine Thousand Pesos (Php 49,000.00)

GRAND TOTAL

Amount in Words : _____

In Figures : Php _____

Lot 3

Scanner, Portable Printer, Laser Printer & Shredder

1 Unit Overhead book scanner

Specifications:

- Scan up to A2 in size (594x420 mm)
- Scan documents, drawings, journals, newspapers
- Optical 20.1MP CMOS sensor
- In-built 3 stage LED lighting
- Choice of scanning modes to enhance images
- Automatic image cropping deskewing
- Text orientation correction
- image edge fill
- Dedicated book scanning mode
- Page curvature correction
- Erase finger masking
- Page turn detection- auto-capture
- Splits double pages
- Choice of saving formats JPEG, TIFF, PDF
- Word searchable PDF
- Editable text file
- E-book (EPUB)
- Text To Speech MP3 files
- Visualizer function
- Lightweight aluminum design
- Foldable and portable
- USB connection and powered
- Handy scan button controller
- Simple to use software

1 unit Portable Inkjet Wireless Printer

Specifications:

- Print speed up to 14 ppm or more
- Colour LCD Panel
- Wi-Fi and Wi-Fi Direct connectivity
- With built-in battery option
- Maximum resolution: 5760 x 1440
- Paper Feed Method: Friction feed
- Number of Paper Trays: 1
- Standard Paper Input Capacity: Up to 20 Sheets, A4 Plain paper (75g/m2)
- Maximum Paper Size: 210 x 355.6mm (8.27 x 14")
- Paper Sizes: Legal, Letter, A4, B5, A5, A6, 8x10", 5x7", 4x6", Envelopes: #10, DL, C6
- Print Margin: (with Border) 3mm top, left, right, bottom
- USB Hi-Speed 2.0

1 unit Color Laser Printer

Functions: Print, Scan, Copy

Print Speed: Up to 30 (Mono)/Up to 30 (Colour)ppm (A4)

Up to 31(Mono)/Up to 31(Colour) ppm (Letter)

Paper Size: A4, Letter, B5 (JIS), B5 (ISO), B6 (JIS), A5, A5 (Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Legal, 16K (195x270mm), A4 Short (270mm Paper), COM-10, DL, C5, Monarch

Printer Type: Laser Printer

Paper Type: Plain Paper, Thin Paper, Thick Paper, Recycled Paper, Bond, Label, Envelope, Env. Thin, Env. Thick, Glossy Paper

Maximum Paper Capacity: Up to 280 sheets of 80 gsm plain paper

Touchscreen LCD

Wireless Connectivity

Automatic 2-sided (Duplex) Print

1 unit Heavy-duty Paper Shredder
Specifications:
15 or more sheets of paper per feed
22-30L Bin Capacity
Shred type: Micro Cut
Shred size: 2 x 12 mm
Operating time: 45-60 minutes continuous
Shred speed: 2m/min
Security Level 5
With a dedicated slot to shred cards or CD/DVD
Anti-Jam: Reverse function
With caster wheels for easy moving

Lot 3 –Approved Budget for the Contract (ABC):

One Hundred Seven Thousand Pesos (Php 107,000.00) 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 : Procurement of Various Office Equipment - Lot 1

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

Lot 1

Supply and delivery of Multi-function Inkjet Printer

2 units

1.Features:

- Print, Scan, Copy, Fax with ADF
- Compact integrated tank design
- High yield ink bottles
- Spill-free, error-free refilling
- Ethernet/Wi-Fi Direct/Wi-Fi Ready
- Borderless printing up to 4R

2.Printing

- Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow)
- Maximum Resolution: 5760 x 1440 dpi
- Photo Default - 10 x 15 cm / 4x6"1: Approx. 69 sec per photo (Border)/ 90 sec per photo (Borderless)*2
- Draft, A4 (Black / Colour): Up to 33 ppm / 15 ppm*2
- ISO 24734, A4 Simplex (Black / Colour): Up to 10 ipm / 5.0 ipm*2
- First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec*2

Technical requirement:

- The items shall be covered by warranty on all parts, components and after-sales services for a period of one (1) year after its inspection and acceptance by the agency

- The supplier/provider shall provide one (1) set of ink upon delivery of the unit

DELIVERY PERIOD :

L1- Thirty (30) calendar days from the receipt of P.O

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 :

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 Office Equipment – Lot 2

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

Lot 2

1 unit Supply and delivery of Printer

- Up to 24 ppm
- Up to 1200x1200 dpi
- Control Panel 4-Line LCD
- LaserJet
- Duplex printing (Automatic)
- Print, Copy, & Scan
- Scan Size: Flatbed (297x432mm); ADF (297x432mm)
- Dimension: 560x583x505 mm
- Weight: 30 kg
- Memory: Standard (512 MB)
- NF-

DELIVERY PERIOD :

L2- Fifteen (15) calendar days upon receipt of P.O

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 :

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 Office Equipment – Lot 3

Scanner, Portable Printer, Laser Printer & Shredder

1 unit Overhead book scanner

Specifications:

- Scan up to A2 in size (594x420 mm)
- Scan documents, drawings, journals, newspapers
- Optical 20.1MP CMOS sensor
- In-built 3 stage LED lighting
- Choice of scanning modes to enhance images
- Automatic image cropping deskewing
- Text orientation correction
- image edge fill
- Dedicated book scanning mode
- Page curvature correction
- Erase finger masking
- Page turn detection- auto-capture
- Splits double pages
- Choice of saving formats JPEG, TIFF, PDF
- Word searchable PDF
- Editable text file
- E-book (EPUB)
- Text To Speech MP3 files
- Visualizer function
- Lightweight aluminum design
- Foldable and portable
- USB connection and powered
- Handy scan button controller
- Simple to use software

1 unit Portable Inkjet Wireless Printer

Specifications:

- Print speed up to 14 ppm or more
- Colour LCD Panel
- Wi-Fi and Wi-Fi Direct connectivity
- With built-in battery option
- Maximum resolution: 5760 x 1440
- Paper Feed Method: Friction feed
- Number of Paper Trays: 1
- Standard Paper Input Capacity: Up to 20 Sheets, A4 Plain paper (75g/m2)
- Maximum Paper Size: 210 x 355.6mm (8.27 x 14")

Paper Sizes: Legal, Letter, A4, B5, A5, A6, 8x10", 5x7", 4x6", Envelopes: #10, DL, C6
Print Margin: (with Border) 3mm top, left, right, bottom
USB Hi-Speed 2.0

1 unit Color Laser Printer

Functions: Print, Scan, Copy
Print Speed: Up to 30 (Mono)/Up to 30 (Colour)ppm (A4)
Up to 31(Mono)/Up to 31(Colour) ppm (Letter)
Paper Size: A4, Letter, B5 (JIS), B5 (ISO), B6 (JIS), A5, A5 (Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Legal, 16K (195x270mm), A4 Short (270mm Paper), COM-10, DL, C5, Monarch
Printer Type: Laser Printer
Paper Type: Plain Paper, Thin Paper, Thick Paper, Recycled Paper, Bond, Label, Envelope, Env. Thin, Env. Thick, Glossy Paper
Maximum Paper Capacity: Up to 280 sheets of 80 gsm plain paper
Touchscreen LCD
Wireless Connectivity
Automatic 2-sided (Duplex) Print

1 unit Heavy-duty Paper Shredder

Specifications:
15 or more sheets of paper per feed
22-30L Bin Capacity
Shred type: Micro Cut
Shred size: 2 x 12 mm
Operating time: 45-60 minutes continuous
Shred speed: 2m/min
Security Level 5
With a dedicated slot to shred cards or CD/DVD
Anti-Jam: Reverse function
With caster wheels for easy moving

DELIVERY PERIOD :
L3- Thirty (30) calendar days from the receipt of P.O

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	Supply and delivery of Multi-function Inkjet Print	Supply and delivery of Multi-function Inkjet Printer	1	Lot	26,990.00
2	Supply and delivery of Printer	Supply and delivery of Printer	1	Lot	49,000.00
3	Scanner, Portable Printer, Laser Printer & Shredde	Scanner, Portable Printer, Laser Printer & Shredder	1	Lot	107,000.00

Created by Ronelio N Hernandez

Date Created 07/04/2025

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