



RFQ No. 25-03-030 L1  
RFQ No. 25-03-033 L2  
RFQ No. 25-03-035 L3  
RFQ No. 25-03-040 L4  
RFQ No. 25-03-041 L5  
RFQ No. 25-03-050 L6  
RFQ No. 25-03-051 L7  
RFQ No. 25-03-056 L8

**REQUEST FOR QUOTATION**

Procurement Project Title:	<b>Procurement of Various Office Equipment (Lots 1-8)</b> <b>L1 – Printer</b> <b>L2 – Printer</b> <b>L3 – Scanner, Portable Printer, Laser Printer &amp; Shredder</b> <b>L4 – Compact Portable Printer with Consumable Ink</b> <b>L5 – Ink Tank Printer and Copier with Consumable ink</b> <b>L6 – All-In-One Printer &amp; Document Scanner</b> <b>L7 – External Hard Disk &amp; Printer</b> <b>L8 – Wi-fi All-in-One Ink Tank Printer with ADF</b>		
Approved Budget for the Contract (ABC):	L1 – Php 26,990.00 L2 – Php 49,000.00 L3 – Php 107,000.00 L4 – Php 104,200 L5 – Php 98,800.00 L6 – Php 75,000.00 L7 – Php 67,000.00 L8 – Php112,000.00	Purchase Request No.:	25-03-030 25-03-033 25-03-035 25-04-040 25-04-041 25-04-050 25-04-051 25-04-056
End-User :	L1 – ROD L2 – ODG L3 – HRDD L4 – PCRD L5 – PCRD L6 – ODDG-FLASC L7 – CPSD L8 – ADMIN	Delivery Period:	<b>Please see the details in the Technical Specifications</b>
Source of Funds:	GAA	Deadline for Submission of bids:	<b>06 May 2025 at 5:00 PM</b>

Date: 30 April 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**  
**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**

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); 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*

**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
Lot 1 Supply and Delivery of Multi-function Inkjet Printer (see attached technical specifications)				
units	Multi-function Inkjet Printer	2		
	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 Supply and Delivery of Printer (see attached technical specifications)				
unit	Printer	1		
	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 (see attached technical specifications)				
unit	Overhead book scanner	1		
unit	Portable Inkjet Wireless Printer	1		
unit	Color Laser Printer	1		
unit	Heavy-duty Paper Shredder	1		
	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 _____		
Lot 4 Compact Portable Printer with Consumable Ink (see attached technical specifications)				
units	Compact Portable Printer with consumable ink	3		
sets	Consumables (Additional)	37		
	Lot 4 - Approved Budget for the Contract (ABC): One Hundred Four Thousand Two Hundred Pesos (Php104,200.00)	GRAND TOTAL Amount in Words: _____ In Figures: Php _____		

<div>Lot 5</div> <div>Ink Tank Printer and Copier with consumable ink</div> <div>(see attached technical specifications)</div>				
units	Ink Tank Printer and Copier with consumable ink	2		
sets	Consumables (additional)	16		
	Lot 5 - Approved Budget for the Contract (ABC):  <u>Ninety-Eight Thousand Eight Hundred Pesos (Php 98,800.00)</u>	GRAND TOTAL Amount in Words: _____  In Figures: Php _____		
<div>Lot 6</div> <div>All-in-One Printer &amp; Document Scanner</div> <div>(see attached technical specifications)</div>				
units	All-in-One Printer	2		
unit	Document Scanner	1		
	Lot 6 - Approved Budget for the Contract (ABC):  <u>Seventy-Five Thousand Pesos (Php 75,000.00)</u>	GRAND TOTAL Amount in Words: _____  In Figures: Php _____		
<div>Lot 7</div> <div>External Hard Disk, Printer</div> <div>(see attached technical specifications)</div>				
units	External Hard Disk	3		
units	Printer	1		
	Lot 7 - Approved Budget for the Contract (ABC):  <u>Sixty-Seven Thousand Pesos (Php67,000.00)</u>	GRAND TOTAL Amount in Words: _____  In Figures: Php _____		
<div>Lot 8</div> <div>Wi-fi All-in-One Ink Tank Printer with ADF</div> <div>(see attached technical specifications)</div>				
units	Wi-fi All-in-One Ink Tank Printer with ADF	7		
	Lot 8 - Approved Budget for the Contract (ABC):  <u>One Hundred Twelve Thousand Pesos (Php112,000.00)</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)	_____
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: Lot 1 - Supply and delivery of Multi-function Inkjet Printer				
QTY	UNIT	DESCRIPTION	REMARKS (Brand Name/ Model, etc.)	STATEMENT OF COMPLIANCE
2	units	Multi-function Inkjet Printer		
		1.Features:		
		• Print, Scan, Copy, Fax with ADF		
		• Compact integrated tank design		
		• 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- Within thirty (30) calendar days from the 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 :	

## 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: Lot 2 - Supply and delivery of Printer				
QTY	UNIT	DESCRIPTION	REMARKS (Brand Name/ Model, etc.)	STATEMENT OF COMPLIANCE
1	unit	Printer		
		- Up to 24 ppm		
		- Up to 1200 x 1200 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)		
		<b>Terms of Payment:</b> Upon presentation of proper billing.		
<b>DELIVERY PERIOD:</b> <b>L2 - Fifteen (15) calendar days upon receipt of Purchase Order</b>				
<b>PRICE VALIDITY:</b> <b>Sixty (60) Calendar Days</b>				

I hereby certify that the statement of compliance to the foregoing 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 :	Signature Over Printed Name

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: Lot 3 – Supply and Delivery of Scanner, Portable Printer, Laser Printer & Shredder				
QTY	UNIT	DESCRIPTION	REMARKS (Brand Name/ Model, etc.)	STATEMENT OF COMPLIANCE
1	unit	<b><u>Overhead book scanner</u></b>  Specifications: <ul style="list-style-type: none"><li>• Scan up to A2 in size (594 x 420 mm)</li><li>• Scan documents, drawings, journals, newspapers</li><li>• Optical 20.1MP CMOS sensor</li><li>• In-built 3 stage LED lighting</li><li>• Choice of scanning modes to enhance images</li><li>• Automatic image cropping deskewing</li><li>• Text orientation correction</li><li>• Image edge fill</li><li>• Dedicated book scanning mode</li><li>• Page curvature correction</li><li>• Erase finger masking</li><li>• Page turn detection- auto-capture</li><li>• Splits double pages</li><li>• Choice of saving formats JPEG, TIFF, PDF</li><li>• Word searchable PDF</li><li>• Editable text file</li><li>• E-book (EPUB)</li><li>• Text To Speech MP3 files</li><li>• Visualizer function</li><li>• Lightweight aluminum design</li><li>• Foldable and portable</li><li>• USB connection and powered</li><li>• Handy scan button controller</li><li>• Simple to use software</li></ul>		
1	unit	<b><u>Portable Inkjet Wireless Printer</u></b>  Specifications: <ul style="list-style-type: none"><li>• Print speed up to 14 ppm or more</li><li>• Colour LCD Panel</li><li>• Wi-Fi and Wi-Fi Direct connectivity</li><li>• With built-in battery option</li><li>• Maximum resolution: 5760 x 1440</li><li>• Paper Feed Method: Friction feed</li><li>• Number of Paper Trays: 1</li></ul>		



		<ul style="list-style-type: none"> <li>Standard Paper Input Capacity: Up to 20 Sheets, A4 Plain paper (75g/m2)</li> <li>Maximum Paper Size: 210 x 355.6mm (8.27 x 14")</li> <li>Paper Sizes: Legal, Letter, A4, B5, A5, A6, 8x10", 5x7", 4x6", Envelopes: #10, DL, C6</li> <li>Print Margin:(with Border) 3mm top, left, right, bottom</li> <li>USB Hi-Speed 2.0</li> </ul>		
1	unit	<p><b><u>Color Laser Printer</u></b></p> <ul style="list-style-type: none"> <li>Functions: Print, Scan, Copy</li> <li>Print Speed: Up to 30 (Mono)/Up to 30 (Colour)ppm (A4)</li> <li>Up to 31(Mono)/Up to 31(Colour) ppm (Letter)</li> <li>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</li> <li>Printer Type: Laser Printer</li> <li>Paper Type: Plain Paper, Thin Paper, Thick Paper, Recycled Paper, Bond, Label, Envelope, Env. Thin, Env. Thick, Glossy Paper</li> <li>Maximum Paper Capacity: Up to 280 sheets of 80 gsm plain paper</li> <li>Touchscreen LCD</li> <li>Wireless Connectivity</li> <li>Automatic 2-sided (Duplex) Print</li> </ul>		
1	unit	<p><b><u>Heavy-duty Paper Shredder</u></b></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>15 or more sheets of paper per feed</li> <li>22-30L Bin Capacity</li> <li>Shred type: Micro Cut</li> <li>Shred size: 2 x 12 mm</li> <li>Operating time: 45-60 minutes continuous</li> <li>Shred speed: 2m/min</li> <li>Security Level 5</li> <li>With a dedicated slot to shred cards or CD/DVD</li> <li>Anti-Jam: Reverse function</li> <li>With caster wheels for easy moving</li> </ul>		
		<p><b><u>Warranty &amp; Support:</u></b></p> <p>-At least Ninety (90) days of complimentary technical support and one (1) year limited warranty for Overhead Book Scanner, Portable Inkjet Wireless Printer, &amp; Color Laser Printer</p> <p>-Thirty (30) day return and exchange</p>		

		policy covering manufacturer’s defects in materials and workmanship.		
		<b><u>Scope of Work</u></b> <b>Supplier:</b> -Certification that all procurement items have been delivered. -Provision of Technical Support from the supplier and/or manufacturer.		
		<b>End User Requirements:</b>  The End-user permits the acceptance of bids with higher technical specifications that are responsive to the End-user requirements. This is to prevent stock unavailability, avoid delays in the procurement process, and ensure continuity of operations in the HRDD.  This however, shall be subject to evaluation by the Technical Working Group and in accordance with the existing procurement law. Provided further, that the bid amount remains within the Approved Budget for the Contract and that no specifications falls below the minimum requirements set forth in the specifications provided under Section II.  Additionally, any variation in technical specifications must be reasonable and advantageous to the government.		
<b>DELIVERY PERIOD:</b> <b><i>L3 - Within thirty (30) calendar days from the receipt of P.O.</i></b>				
<b>PRICE VALIDITY:</b> <b><i>Sixty (60) Calendar Days</i></b>				

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: 100px; margin: 0 auto;"></div> 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: Lot 4 – Supply & Delivery of Compact Portable Printer with Consumable Ink				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
3	units	<p><b><u>Compact Portable Printer with consumable ink</u></b></p> <p>Printer Type: Print, Scan, Copy Print Method: On-demand inkjet (Piezoelectric) Printer Language: ESC/P-R, ESC/P Raster Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) Maximum Resolution: 5760 * 1440 dpi Print Speed: Photo Default-10x15cm/4x6” *1: Approx 69 sec per photo (Border) 90 sec per photo (Borderless)*2 Draft, A4 (Black/Colour): Up to 33.0 ppm 15.0 ppm*2 ISO 24734, A4 Simplex (Black Colour): Up to 10.0 ipm/5.0 ipm*2 First Page Out Time from Ready Mode (Black Colour): Approx. 10 sec/16 sec* 2</p> <p>Maximum Copies from Standalone: 20 copies Maximum Copy Resolution: 600 x 600 dpi Maximum Copy Size: A4, Letter ISO 29183, A4 Simplex (Black Colour): Up to 7.7 ipm /3.8 ipm</p> <p>Dimensions (WxDxH): 375 * 347 * 179mm Weight: 3.9 kg</p> <p>Operating System Compatibility: Windows XP / XP Professional /Vista/7/8/8.1/10</p> <p>Windows Server 2003/2008/2012/2016 /2019</p> <p>Mac OS X 10.6.8 or later</p>		
37	sets	<b>Consumables (additional)</b>		
		<p><b>DELIVERABLES FROM SUPPLIERS</b></p> <p>1. Delivery of the item shall be within thirty (30) calendar days upon receipt of the Purchase Order. 2. Delivery of items shall be free of charge. 3. To ensure that manufacturing defects shall be corrected, a warranty of</p>		

		two (2) years shall be required from the Supplier. 4. Defective units shall be replaceable upon checking. 5. Price is inclusive of taxes.		
		<b>TERMS OF PAYMENT</b>  1. Payment shall be processed upon completion of delivery of all item/s or services, subject to applicable taxes and based on the Statement of Accounts duly received by PIA.		
<b>DELIVERY PERIOD:</b> <i><b>L4 - Within 30 calendar days upon receipt of the Purchase Order.</b></i>				
<b>PRICE VALIDITY:</b>  <i><b>Sixty (60) Calendar Days</b></i>				

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> <div></div> <div>Signature Over Printed Name</div> </div>
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: Lot 5 – Supply and Delivery of Ink Tank Printer and Copier with Consumable Ink				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
2	units	<p><b><u>Ink Tank Printer and Copier with consumable ink</u></b></p> <p>Printer Type: Print, Scan, Copy, Fax with ADF Print Method: PrecisionCore Printhead Printer Language: ESC/P-R, ESC/P Raster Nozzle Configuration: 400 x 1 nozzles (Black), 128 x 1 nozzles per Colour (Cyan, Magenta, Yellow) Maximum Resolution: 4800 x 1200 dpi Automatic 2-sided Printing: Yes Draft, A4 (Black/Colour): Up to 37.0 ppm/23.0 ppm*2 ISO 24734, A4 Simplex (Black/Colour): Up to 17.0 ipm/9.5 ipm*2 ISO 24734, A4 Duplex (Black/Colour): Up to 7.5 ipm/5.0 ipm*2 First Page Out Time from Ready Mode (Black/Colour): Simplex: Up to 7.0 sec/11.0 sec*2</p> <p>Copy Function: Reduction/Enlargement: 25-400% Maximum Copy Size: Legal Copy Resolution: 600 x 600 dpi Max Copies: 99 copies</p> <p>Copying: ISO 29183, A4 Simplex Flatbed (Black/Colour): Up to 12.0 ipm/6.0 ipm ISO 24735, A4 Simplex ADF (Black/Colour): Up to 10.0 ipm/4.5 ipm</p> <p>Dimensions and Weight: Dimensions (W x D x H): 375 x 347 x 346 mm Weight: 7.3 kg</p> <p>Supported OS and Applications: Operating System Compatibility: Windows XP/XP Professional/ Vista/7/8/8.1/10 Windows Server 2003/2008/2012/2016 Mac OS X 10.6.8 or later</p> <p>Consumable Ink (Additional)</p>		

[illegible]

I hereby certify that the statement of compliance to the foregoing 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:	<div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 150px; margin: 0 auto;"></div> Signature Over Printed Name </div>

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: Lot 6 – Supply and Delivery of All-in-One Printer and Document Scanner				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
2	units	<p><b><u>ALL IN ONE PRINTER</u></b></p> <p><b>Printer Specifications:</b></p> <p><b>Print, Scan, Copy, Fax with ADF</b></p> <ul style="list-style-type: none"><li>• High-Yield Ink Bottles</li><li>• Wi-Fi, Wi-Fi Direct</li><li>• Borderless Printing up to 4R</li><li>• Print Method: On-demand inkjet</li><li>• Max. Resolution: 5760 x 1440 dpi</li><li>• Photo Default – 10 x 15cm Approx.69sec. per photo (border) / 90 sec per photo (borderless)</li><li>• Draft, A4 (Black/Color): Up to 33 ppm / 15 ppm</li><li>• Max. Copies from Standalone: 99 copies</li><li>• Reduction / Enlargement: 25-400%</li><li>• Max. Copy Resolution: 600 x 600 dpi</li><li>• Max. Copy Size: Legal</li><li>• Scanner Type: Flatbed Colour Image Scanner</li><li>• Optical Resolution: 1200 x 2400 dpi</li><li>• Max. Scan Area: 216 x 297 mm</li><li>• Scan Speed (Flatbed/ADF (Simplex)):</li><li>• 200dpi, black: 12sec / Up to 4.5 ipm</li><li>• 200 dpi colour: 29 sec / Up to 4.5 ipm</li><li>• ADF: Paper Capacity: 30pages (A4), 10 pages (legal)</li></ul>		
1	unit	<p><b>DOCUMENT SCANNER</b></p> <p><b>Scanner Specifications:</b></p> <ul style="list-style-type: none"><li>• <b>Scanner Type:</b> Sheet-Fed</li><li>• <b>Output Resolution:</b> Up to 600 dpi (Color, Grayscale, Black &amp; White)</li><li>• <b>Min. Document Size:</b> 50.8 x 50.8mm</li><li>• <b>Max Document Size:</b> 215.9 x 6096mm</li><li>• <b>Supported Paper Weight:</b> 27-413 g/m2</li><li>• <b>ADF Capacity:</b> 50-100 sheets (80g/m2)</li><li>• <b>Connectivity:</b> USB 2.0, Ethernet, Wi-fi</li></ul>		

		<b>Warranty and Support:</b> <ul style="list-style-type: none"> <li>At least one (1) year of full parts replacement free of charge.</li> <li>On-site/over the phone technical support (Monday-Friday 8:00 AM-5:00 PM) within the warranty period.</li> </ul>		
		<b>Timeline</b> <ul style="list-style-type: none"> <li><b>Delivery:</b> Within seven (7) days upon receipt of the Purchase Order</li> <li><b>Effectivity Period:</b> Upon Conforme of the approved Purchase Order</li> </ul>		
<b>DELIVERY PERIOD:</b> <b><i>L6 - Within seven (7) days upon receipt of Purchase Order</i></b>				
<b>PRICE VALIDITY:</b> <b><i>Sixty (60) Calendar Days</i></b>				

I hereby certify that the statement of compliance to the foregoing 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>Signature Over Printed Name</div>
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: Lot 7 – Supply and Delivery of External Hard Drive and Printer				
QTY	UNIT	DESCRIPTION	REMARKS (Brand Name/ Model, etc.)	STATEMENT OF COMPLIANCE
3	units	<b>External Hard Disk 8TB</b>  <b>Technical Specifications:</b> <ul style="list-style-type: none"><li>- Backup Solution: Complete Streamlined</li><li>- Password Protection: Easy-to-use with hardware encryption (256-bit AES)</li><li>- Capacity: 8TB</li><li>- Connector: Micro-B</li><li>- Power Supply: AC adapter</li><li>- Compatibility: Windows® 10+, macOS 11+</li><li>- Interface: USB 3.2 Gen 1</li><li>- Warranty: 3-Year Limited Warranty</li><li>- Dimensions (L x W x H): 139.3mm x 49mm x 170.6mm</li><li>- Weight: 0.96kgs</li><li>- Operating Temperature: 5°C to 35°C</li><li>- Non-Operating Temperature: -20°C to 65°C</li></ul>		
		<b>Vendor Requirements:</b> <ul style="list-style-type: none"><li>• Supplier must have years of experience in providing IT supplies and equipment.</li><li>• Supplier must be reputable and have a track record of reliable customer support.</li></ul>		
		<b>Durations</b> The supplier must deliver 3 units of 8TB External Hard Disk within 90 days or less from the date of receipt of the Purchase Order		
1	unit	<b>Printer</b>  <b>Technical Specifications:</b> <ul style="list-style-type: none"><li>• Print, Scan, Copy and Fax</li><li>• Compact integrated tank design</li><li>• Print speeds up to 15.5ipm for black and 8.5ipm for colour</li><li>• Auto-Duplex printing</li><li>• ADF capability</li><li>• Ethernet &amp; Wi-Fi Direct</li><li>• Seamless setup with Epson Smart Panel</li><li>• Borderless Printing up to A4 size</li><li>• Spill-free ink refilling</li></ul> <b>Printer Type:</b> Print, Scan, Copy, Fax <b>Print Method:</b> PrecisionCore Printhead <b>Printer Language:</b> ESC/P-R, ESC/P Raster		

		<p><b>Nozzle Configuration:</b></p> <ul style="list-style-type: none"> <li>- 400 x 1 nozzles Black, 128 x 1 per Colour (Cyan, Magenta, Yellow)</li> </ul> <p><b>Maximum Resolution:</b></p> <ul style="list-style-type: none"> <li>- 4800 x 1200 dpi (with Variable-Sized Droplet Technology)</li> </ul> <p><b>Automatic 2-sided Printing:</b> Yes (Up to A4)</p> <p><b>Maximum Copy Size:</b> Legal</p> <p><b>Copy Resolution:</b> 600 x 600 dpi</p> <p><b>Max Copies:</b> 99 copies</p> <p><b>Scanner Type:</b> Flatbed colour image scanner</p> <p><b>Sensor Type:</b> CIS</p> <p><b>Optical Resolution:</b> 1200 x 2400 dpi</p> <p><b>Maximum Scan Area:</b></p> <ul style="list-style-type: none"> <li>- 216 x 297 mm (8.5 x 11.7")</li> </ul> <p><b>Flatbed (Black/Colour):</b> 200dpi: 12 sec/27 sec</p> <p><b>ADF Monochrome (Simplex):</b> 200dpi: 5.0 ipm</p> <p><b>ADF Colour (Simplex):</b> 200dpi: 5.0 ipm</p> <p><b>Type Of Fax:</b></p> <ul style="list-style-type: none"> <li>- Walk-up Black-and-white and Colour Fax Capability</li> </ul> <p><b>Receive Memory/Page Memory:</b></p> <ul style="list-style-type: none"> <li>- 1.1 MB, Page memory up to 100 pages</li> </ul> <p><b>Error Correction Mode:</b> ITU-T T.30</p> <p><b>Operating System Compatibility:</b></p> <ul style="list-style-type: none"> <li>- Windows XP SP3/XP Professional x64 SP2/Vista/7/8/8.1/10 Windows Server 2003/2008/2012/2016/2019   Only printing and scanning functions are supported for Windows Server OS Mac OS X 10.6.8 or later</li> </ul> <p><b>USB:</b> USB 2.0</p> <p><b>Network:</b></p> <ul style="list-style-type: none"> <li>- Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct</li> </ul> <p><b>Network Protocol:</b> TCP/IPv4, TCP/IPv6</p>		
		<p><b>Vendor Requirements:</b></p> <ul style="list-style-type: none"> <li>• Supplier must have years of experience in providing IT supplies and equipment.</li> <li>• Supplier must be reputable and have a track record of reliable customer support.</li> </ul>		
		<p><b>Duration</b></p> <p>The supplier must deliver 1 unit Multifunction Printer (Print, Scan, Copy and Fax) within 90 days or less from the date of receipt of the Purchase Order</p>		

<b>DELIVERY PERIOD:</b> <i>L7 – Within ninety 90 days or less from the date of the Purchase Order.</i>	
<b>PRICE VALIDITY:</b> <i>Sixty (60) Calendar Days</i>	

I hereby certify that the statement of compliance to the foregoing 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>Signature Over Printed Name</div>
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: Lot 8 – Supply and Delivery of Wi-Fi All-in-One Tank Printer with ADF				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
7	units	<p><b>Wi-Fi All-in-One Tank Printer with ADF</b></p> <p><b>Functions:</b> Print, Copy, Scan, with LCD screen, and with ADF</p> <ul style="list-style-type: none"><li>• Ultra-low-cost printing save up to 90% on printing cost</li><li>• Hassle-free ink tank system mess-free refills with key-lock bottles and front-facing tanks</li><li>• Interfaces: Wi-Fi, USB, Ethernet, Wi-Fi Direct</li><li>• Automatic Document Feed: At least 30 pages (A4), at least 10 pages (Legal)</li><li>• Output Tray Capacity: 30 sheets</li><li>• Paper Tray Capacity: up to 100 Sheets of Standard paper</li><li>• Ink Technology: Dye ink</li><li>• Included Bottle Yield: Black yield 4,500 pages, Colour yield -7,500 pages</li></ul> <p><b>Printing</b></p> <ul style="list-style-type: none"><li>• Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Color (Cyan, Magenta, Yellow)</li><li>• Printing Maximum Resolution: 5760 x 1440 DPI</li><li>• Printing Speed: up to 33 pages/min. Monochrome, 15 pages/min. Colour</li></ul> <p><b>Scanning/Copy</b></p> <ul style="list-style-type: none"><li>• Scanning Optical Resolution: 1200 DPI x 2400 DPI</li><li>• Maximum Scan Area: A4/ 216 x 297 mm (Flatbed), Legal (ADF Scanner)</li><li>• Output Formats: At least BMP, JPEG, PNG, PDF</li><li>• At least 200 dpi scan speed for Flatbed/ADF, 12 sec / Up to 4.5 ipm for Black and 29 sec / Up to 4.5 ipm for color or better</li></ul>		
		<p><b>Responsibilities of the supplier</b></p> <p>1. The printer must be brand new, free from damage and must have a warranty. 2. The Supplier must deliver the printer following the delivery schedule specified in the above scheduled requirements. 3. Upon delivery, the supplier must provide warranty documents, and documents comprising the specification of the purchased printer.</p>		
		<p><b>WARRANTY</b></p> <p>1. From the date of acceptance of the products, the supplier shall warrant that the products are free from defects in</p>		





## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12001348  
**Procuring Entity** PHILIPPINE INFORMATION AGENCY  
**Title** PROCUREMENT OF VARIOUS OFFICE EQUIPMENT (Lots 1-8)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 25-03-030, 33, 035, 40, 041, 050, 051, 056	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Information Technology	<b>Date Published</b>	01/05/2025
<b>Approved Budget for the Contract:</b> PHP 639,990.00	<b>Last Updated / Time</b>	30/04/2025 11:21 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	06/05/2025 17:00 PM
<b>Client Agency:</b>		
<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		

#### Description

RFQ No. 25-03-030 L1  
RFQ No. 25-03-033 L2  
RFQ No. 25-03-035 L3  
RFQ No. 25-03-040 L4  
RFQ No. 25-03-041 L5  
RFQ No. 25-03-050 L6  
RFQ No. 25-03-051 L7  
RFQ No. 25-03-056 L8

REQUEST FOR QUOTATION

Procurement Project Title : Procurement of Various Office Equipment (Lots 1-8)

L1 – Printer  
L2 – Printer  
L3 – Scanner, Portable Printer, Laser Printer & Shredder  
L4 – Compact Portable Printer with Consumable Ink  
L5 – Ink Tank Printer and Copier with consumable ink  
L6 – All-In-One Printer & Document Scanner

L7 – External Hard Disk & Printer  
L8 – Wi-fi All-in-One Ink Tank Printer with ADF

Approved Budget for the Contract (ABC):

Purchase Request No.:

25-03-030 L1 – Php 26,990.00 L1 – ROD  
25-03-033 L2 – Php 49,000.00 L2 – ODG  
25-03-035 L3 – Php 107,000.00 L3 – HRDD  
25-04-040 L4 – Php 104,200 L4 – PCRD  
25-04-041 L5 – Php 98,800.00 L5 – PCRD  
25-04-050 L6 – Php 75,000.00 L6 – ODDG-FLASC  
25-04-051 L7 – Php 67,000.00 L7 – CPSD  
25-04-056 L8 – 112,000.00 L8 – ADMIN

Delivery Period: Please see the details in the Technical Specifications

Source of Funds: GAA

Deadline for Submission of bids: 06 May 2025 - 5:00 PM

Date : 30 April 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

##### Lot 1

Supply and delivery of Multi-function Inkjet Printer  
(see attached technical specifications)

units Multi-function Inkjet Printer 2

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

Supply and delivery of Printer  
(see attached technical specifications)

unit Printer 1

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  
(see attached technical specifications)

unit Overhead book scanner 1

unit Portable Inkjet Wireless Printer 1

unit Color Laser Printer 1

unit Heavy-duty Paper Shredder 1

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 \_\_\_\_\_

##### Lot 4

Compact Portable Printer with Consumable Ink  
(see attached technical specifications)

units Compact Portable Printer with consumable ink 3

sets Consumables (Additional) 37

Lot 4 - Approved Budget for the Contract (ABC):

One Hundred Four Thousand Two Hundred Pesos (Php104,200.00)

GRAND TOTAL

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

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

##### Lot 5

Ink Tank Printer and Copier with consumable ink  
(see attached technical specifications)

units Ink Tank Printer and Copier with consumable ink 2

sets Consumables (additional) 16



Lot 5 - Approved Budget for the Contract (ABC):  
Ninety-Eight Thousand Eight Hundred Pesos (Php 98,800.00)  
GRAND TOTAL  
Amount in Words : \_\_\_\_\_  
In Figures: Php \_\_\_\_\_

Lot 6  
All-in-One Printer & Document Scanner  
(see attached technical specifications)  
units All-in-One Printer 2  
unit Document Scanner 1  
Lot 6 - Approved Budget for the Contract (ABC):  
Seventy-Five Thousand Pesos (Php 75,000.00)  
GRAND TOTAL  
Amount in Words : \_\_\_\_\_  
In Figures: Php \_\_\_\_\_

Lot 7  
External Hard Disk, Printer  
(see attached technical specifications)  
units External Hard Disk 3  
units Printer 1  
Lot 7 - Approved Budget for the Contract (ABC):  
Sixty-Seven Thousand Pesos (Php67,000.00) GRAND TOTAL  
Amount in Words : \_\_\_\_\_  
In Figures: Php \_\_\_\_\_

Lot 8  
Wi-fi All-in-One Ink Tank Printer with ADF  
(see attached technical specifications)  
units Wi-fi All-in-One Ink Tank Printer with ADF 7  
Lot 8 - Approved Budget for the Contract (ABC):  
One Hundred Twelve Thousand Pesos (Php112,000.00)  
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 : Lot 1 - Supply and delivery of Multi-function Inkjet Printer

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

2 units Multi-function Inkjet Printer

#### 1.Features:

- Print, Scan, Copy, Fax with ADF
- Compact integrated tank design
- 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 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 :

#### 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: Lot 2 - Supply and delivery of Printer

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

1 unit 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-

Terms of Payment: Upon presentation of proper billing.

DELIVERY PERIOD : L2 - Fifteen (15) calendar 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 :

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:

Lot 3 – Supply and Delivery of Scanner, Portable Printer,  
Laser Printer & Shredder

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

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

**Warranty & Support:**

-At least ninety (90) days of complimentary technical support and one (1) year limited warranty for OVERHEAD BOOK SCANNER, PORTABLE INKJET WIRELESS PRINTER, & COLOR LASER PRINTER.

-Thirty (30) day return and exchange policy covering manufacturer's defects in materials and workmanship.

**Scope of Work**

**Supplier:**

-Certification that all procurement items have been delivered.  
-Provision of Technical Support from the supplier and/or manufacturer.

**End User Requirements:**

The End-user permits to the acceptance of bids with higher technical specifications that is responsive to the End-user requirements. This is to prevent stock unavailability, avoid delays in the procurement process, and ensure continuity of operations in the HRDD.

This however, shall be subject to evaluation by the Technical Working Group an in accordance with the existing procurement law. Provided further, that the bid amount remains within the Approved Budget for the Contract and that no specifications falls below the minimum requirements set forth in the specifications provided under Section II. Additionally, any variation in technical specifications must be reasonable and advantageous to the government.  
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 :

**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:**

Lot 4 – Supply & Delivery of Compact Portable Printer with Consumable Ink

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

3 units Compact Portable Printer with consumable ink

Printer Type: Print, Scan, Copy  
Print Method: On-demand inkjet (Piezoelectric)  
Printer Language: ESC/P-R, ESC/P Raster  
Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta. Yellow)  
Maximum Resolution: 5760 \* 1440 dpi  
Print Speed:  
Photo Default-10x15cm/4x6""\*1: Approx 69 sec per photo (Border) 90 sec per photo (Borderless)\*2

Draft, A4 (Black/Colour): Up to 33.0 ppm 15.0 ppm\*2  
ISO 24734, A4 Simplex (Black Colour): Up to 10.0 ipm/5.0 ipm\*2  
First Page Out Time from Ready Mode (Black Colour): Approx. 10 sec/16 sec\* 2

Maximum Copies from Standalone: 20 copies  
Maximum Copy Resolution: 600 x 600 dpi  
Maximum Copy Size: A4, Letter  
ISO 29183, A4 Simplex (Black Colour): Up to 7.7 ipm /3.8 ipm

Dimensions (WxDxH): 375 \* 347 \* 179mm  
Weight: 3.9 kg

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

37 sets Consumables (additional)

#### DELIVERABLES FROM SUPPLIERS

1. Delivery of the item shall be within thirty (30) calendar days upon receipt of the Purchase Order.
2. Delivery of items shall be free of charge.
3. To ensure that manufacturing defects shall be corrected, a warranty of two (2) years shall be required from the Supplier.
4. Defective units shall be replaceable upon checking.
5. Price is inclusive of taxes.

#### TERMS OF PAYMENT

1. Payment shall be processed upon completion of delivery of all item/s or services, subject to applicable taxes and based on the Statement of Accounts duly received by PIA.

DELIVERY PERIOD: L4 - 30 calendar 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 :

#### 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: Lot 5 – Supply and Delivery of Ink Tank Printer and Copier with Consumable Ink

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

2 units Ink Tank Printer and Copier with consumable ink

Printer Type: Print, Scan, Copy, Fax with ADF  
Print Method: PrecisionCore Printhead  
Printer Language: ESC/P-R, ESC/P Raster  
Nozzle Configuration: 400 x 1 nozzles (Black), 128 x 1 nozzles per  
Colour (Cyan, Magenta, Yellow)  
Maximum Resolution: 4800 x 1200 dpi  
Automatic 2-sided Printing: Yes  
Draft, A4 (Black/Colour): Up to 37.0 ppm/23.0 ppm\*2  
ISO 24734, A4 Simplex Black/Colour): Up to 17.0 ipm/9.5 ipm\*2  
ISO 24734, A4 Duplex (Black/Colour): Up to 7.5 ipm/5.0 ipm\*2  
First Page Out Time from Ready Mode (Black/Colour): 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

Copying:  
ISO 29183, A4 Simplex Flatbed (Black/Colour): Up to 12.0 ipm/  
6.0 ipm  
ISO 24735, A4 Simplex ADF (Black/Colour): Up to 10.0 ipm/4.5  
ipm

Dimensions and Weight:  
Dimensions (W x D x H): 375 x 347 x 346 mm  
Weight: 7.3 kg

Supported OS and Applications:  
Operating System Compatibility: Windows XP/XP Professional/  
Vista/7/8/8.1/10 Windows Server 2003/2008/2012/2016  
Mac OS X 10.6.8 or later

Consumable Ink (Additional)

## II. DELIVERABLES FROM SUPPLIER

1. Delivery of the item shall be within thirty (30) calendar days upon receipt of the Purchase Order.
2. Delivery of items shall be free of charge.
3. To ensure that manufacturing defects shall be corrected, a warranty of two (2) years shall be required from the Supplier.
4. Defective units shall be replaceable upon checking.
5. Price is inclusive of taxes.

## V. TERMS OF PAYMENT

1. Payment shall be processed upon completion of delivery of all item/s or services, subject to applicable taxes and based on the Statement of Accounts duly received by PIA.

DELIVERY PERIOD: L5 - Thirty (30) calendar 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:

## 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:

Lot 6 – Supply and Delivery of All-in-One Printer and Document Scanner

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

2 units ALL IN ONE PRINTER

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

- High-Yield Ink Bottles
- Wi-Fi, Wi-Fi Direct
- Borderless Printing up to 4R
- Print Method: On-demand inkjet

- Max. Resolution: 5760 x 1440 dpi
- Photo Default – 10 x 15cm Approx.69sec. per photo (border) / 90 sec per photo (borderless)
- Draft, A4 (Black/Color): Up to 33 ppm / 15 ppm
- Max. Copies from Standalone: 99 copies
- Reduction / Enlargement: 25-400%
- Max. Copy Resolution: 600 x 600 dpi
- Max. Copy Size: Legal
- Scanner Type: Flatbed Colour Image Scanner
- Optical Resolution: 1200 x 2400 dpi
- Max. Scan Area: 216 x 297 mm
- Scan Speed (Flatbed/ADF (Simplex)):
- 200dpi, black: 12sec / Up to 4.5 ipm
- 200 dpi colour: 29 sec / Up to 4.5 ipm
- ADF: Paper Capacity: 30pages (A4), 10 pages (legal)

#### 1 unit DOCUMENT SCANNER

##### Scanner Specifications:

- Scanner Type: Sheet-Fed
- Output Resolution: Up to 600 dpi (Color, Grayscale, Black & White)
- Min. Document Size: 50.8 x 50.8mm
- Max Document Size: 215.9 x 6096mm
- Supported Paper Weight: 27-413 g/m2
- ADF Capacity: 50-100 sheets (80g/m2)
- Connectivity: USB 2.0, Ethernet, Wi-fi

##### Warranty and Support:

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

##### Timeline

- Delivery: Within seven (7) days upon receipt of the Purchase Order
- Effectivity Period: Upon Conformance of the approved Purchase Order

DELIVERY PERIOD : L6 - 7 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 :

#### 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: Lot 7 – Supply and Delivery of External Hard Drive and Printer

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

3 units External Hard Disk 8TB

##### Technical Specifications:

- Backup Solution: Complete Streamlined
- Password Protection: Easy-to-use with hardware encryption (256-bit AES)
- Capacity: 8TB
- Connector: Micro-B
- Power Supply: AC adapter
- Compatibility: Windows 10+, macOS 11+
- Interface: USB 3.2 Gen 1
- Warranty: 3-Year Limited Warranty
- Dimensions (L x W x H): 139.3mm x 49mm x 170.6mm
- Weight: 0.96kgs
- Operating Temperature: 5°C to 35°C
- Non-Operating Temperature: -20°C to 65°C

1 unit Printer

Technical Specifications:

- Print, Scan, Copy and Fax
- 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 Epson Smart Panel
- Borderless Printing up to A4 size
- Spill-free ink refilling

Printer Type: Print, Scan, Copy, Fax

Print Method: PrecisionCore Printhead

Printer Language: ESC/P-R, ESC/P Raster

Nozzle Configuration:

- 400 x 1 nozzles Black, 128 x 1 per Colour (Cyan, Magenta, Yellow)

Maximum Resolution:

- 4800 x 1200 dpi (with Variable-Sized Droplet Technology)

Automatic 2-sided Printing: Yes (Up to A4)

Maximum Copy Size: Legal

Copy Resolution: 600 x 600 dpi

Max Copies: 99 copies

Scanner Type: Flatbed colour image scanner

Sensor Type: CIS

Optical Resolution: 1200 x 2400 dpi

Maximum Scan Area:

- 216 x 297 mm (8.5 x 11.7")

Flatbed (Black/Colour): 200dpi: 12 sec/27 sec

ADF Monochrome (Simplex): 200dpi: 5.0 ipm

ADF Colour (Simplex): 200dpi: 5.0 ipm

Type Of Fax:

- Walk-up Black-and-white and Colour Fax Capability

Receive Memory/Page Memory:

- 1.1 MB, Page memory up to 100 pages

Error Correction Mode: ITU-T T.30

Operating System Compatibility:

- Windows XP SP3/XP Professional x64 SP2/Vista/7/8/8.1/10 Windows Server 2003/2008/2012/2016/2019 | Only printing and scanning functions are supported for Windows Server OS Mac OS X 10.6.8 or later

USB: USB 2.0

Network:

- Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct

Network Protocol: TCP/IPv4, TCP/IPv6

DELIVERY PERIOD : L7 - 90 days or less from the date 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 :

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: Lot 8 – Supply and Delivery of Wi-Fi All-in-One Tank Printer with ADF

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



7 units Wi-Fi All-in-One Tank Printer with ADF

Functions: Print, Copy, Scan, with LCD screen, and with ADF

- Ultra-low-cost printing save up to 90% on printing cost
- Hassle-free ink tank system mess-free refills with key-lock bottles and front-facing tanks
- Interfaces: WiFi, USB, Ethernet, Wi-Fi Direct
- Automatic Document Feed: At least 30 pages (A4), at least 10 pages (Legal)
- Output Tray Capacity: 30 sheets
- Paper Tray Capacity: up to 100 Sheets of Standard paper
- Ink Technology: Dye ink
- Included Bottle Yield: Black yield 4,500 pages, Colour yield -7,500 pages

#### Printing

- Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Color (Cyan, Magenta, Yellow)
- Printing Maximum Resolution: 5760 x 1440 DPI
- Printing Speed: up to 33 pages/min. Monochrome, 15 pages/min. Colour

#### Scanning/Copy

- Scanning Optical Resolution: 1200 DPI x 2400 DPI
- Maximum Scan Area: A4/ 216 x 297 mm (Flatbed), Legal (ADF Scanner)
- Output Formats: At least BMP, JPEG, PNG, PDF
- At least 200 dpi scan speed for Flatbed/ADF, 12 sec / Up to 4.5 ipm for Black and 29 sec / Up to 4.5 ipm for color or better

#### Responsibilities of the supplier

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

#### WARRANTY

1. From the date of acceptance of the products, the supplier shall warrant that the products are free from defects in materials and shall undertake repair or replacement of any part(s) or portion of the items without cost to the Agency.
2. During the warranty period, the supplier shall provide the services for its parts and accessories.
3. Two (2) years warranty from the date of acceptance.

DELIVERY PERIOD : L8 - Fifteen (15) calendar 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	1	Lot	26,990.00
2	Printer	Printer	1	Lot	49,000.00
3	Scanner, Printer, Laser Printer, Shredder	Overhead book scanner, Portable Inkjet Wireless Printer, Color Laser Printer, Heavy-duty Paper Shredder	1	Lot	107,000.00
4	Printer and Consumables	Compact Portable Printer and additional Consumables	1	Lot	104,200.00
5	Ink Tank Printer and Additional Consumables	Ink Tank Printer & Copier and Additional Consumables	1	Lot	98,800.00
6	Printer & Scanner	All-in-One Printer and Document Scanner	1	Lot	75,000.00

7	External Hard Disk & Printer	External Hard Disk & Printer	1	Lot	67,000.00
8	Wi-Fi All-in-One Ink Tank Printer with ADF	Wi-Fi All-in-One Ink Tank Printer with ADF	1	Lot	112,000.00

**Created by** Ronelio N Hernandez

**Date Created** 30/04/2025

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.