Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	BAC-2025-32
Date	01 December 2025

REQUEST FOR QUOTATION

Small Value Procurement (53.9)

The Philippine Economic Zone Authority (PEZA) intends to undertake Alternative Procurement: Small Value Procurement in accordance with Sec 34 of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act (NGPA).

Name of Procurement Project	**Procurement of Laser and Colored Printers**
Description/Specifications	Please refer to the attached "Annex B" for the specifications

Lot No.	**Requirement**
Lot 1	Multifunction Continuous Ink – Colored
Lot 2	Multifunction Laser Printer – Black

Approved Budget for the Contract (ABC)	**Lot No.**	**ABC**
	Lot 1	PhP55,732.80
	Lot 2	PhP630,573.60
Deadline of Submission of Bids	09 December 2025, 12:00 PM	

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Bids and Awards Committee (BAC), 9th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit sealed quotation/s manually in the address given together with the following documentary requirements:

✓	Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K Note: o For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative; o For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable.
✓	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*
✓	Annual Business/ Income Tax Return for ABCs above 500k Note: o **Latest Income Tax Return filed via eFPS** (For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year, be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR) **and** o **Latest Business Tax Return filed via eFPS** (Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months of operations, this refers to the monthly business tax returns filed to date)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications/Terms of Reference (Annex B) and Terms and Conditions (Annex C).

For any clarification, you may contact **Secretariat – Bids and Awards Committee at 8551-3451 loc. 338 or send us an email at bacsec@peza.gov.ph.**

ROWENA T. NAGUIT
BAC Chairperson

RFQ No.	BAC-2025-32

ANNEX "A"
PRICE QUOTATION FORM
(Financial Bid)

ROWENA T. NAGUIT
BAC CHAIRPERSON
8th Floor Double Dragon Center, West Building, Macapagal Blvd.Pasay City

Thru: BAC Secretariat

Dear Madam:

After having carefully examined the Terms and Conditions of this Request for Quotation (RFQ) and duly observed the Instructions to Bidders, we hereby submit our quotation/s (*inclusive of VAT*) for your consideration, covering the following items:

No.	Description	Total Bid Price
	Procurement of Laser and Colored Printers	
	LOT 1: Multifunction Continuous Ink - Colored	
	LOT 2: Multifunction Laser Printer – Black	
	Total	

BUSINESS NAME :
ADDRESS :

PHILGEPS REG. NO. :
BIR TIN No. :
AUTHORIZED SIGNATORY:

Signature Over Printed Name

DATE :
CONTACT NO. :
EMAIL ADDRESS: :

INSTRUCTIONS:

(1) Accomplish this RFQ correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.
(5) Bids exceeding the ABC shall be automatically disqualified

ANNEX "B"
TECHNICAL SPECIFICATION

PROCUREMENT OF LASER AND COLORED PRINTERS
LOT 1: Multifunction Continuous Colored Printers (Print, Copy, and Scan)

Instructions: Bidders must indicate "Comply" or "Not Comply" for each item below and provide the corresponding page number in their proposal or technical documents where the requirement is addressed. Non-compliance with any of the mandatory requirements may be a ground for disqualification.

LOT 1: Multifunction Continuous Colored Printers

QTY	SPECIFICATION		Statement of Compliance (State whether "comply" or "not comply")
3	**Continuous Colored Printer**		
	ISO Certification	Manufactured by an ISO 9001 or ISO 9002 certified	
	Quality Assurance	The manufacturer must have a website where information and descriptions on product specifications can be viewed by the end-user. The manufacturer's website should have downloadable manuals and the latest drivers. The brand must submit a datasheet for evaluation.	
	PRINTER SPECIFICATIONS		
	Multitasking Supported	Yes	
	Print Speed	Black (A4) – 14 ppm Color (A4) – 9 ppm	
	First Page Out (minimum)	14 sec (black) and 16 sec (color)	
	Print Technology	Thermal Inkjet	
	Borderless Printing	Yes	
	SCANNER SPECIFICATIONS		
	Scanner Type	Flatbed and ADF	
	Scan Color	Color and B&W Scanner	
	Scan file format	JPG, BMP, TIFF, PDF, PNG	
	Scan resolution, optical	1200 dpi	
	Scan size	Flatbed 216 x 297 mm	
	Scan to USB	Yes	

COPIER SPECIFICATION			
Copier Resize	25 to 400 %		
Copy resolution (minimum)	600 dpi		
Copier Settings	Number of Copies, Resize, Quality, Lighter/Darker, Papersize, ID Copy		
Copies maximum	99 copies		
GENERAL SPECIFICATIONS			
Functions	Print, Scan, Copy ADF, Wireless		
Processor Speed	800 MHz		
Memory	255 Mb		
Monthly duty cycle	5000 pages		
Connectivity	Built-in Ethernet, Wi-Fi 2.4/5G dual band Wi-Fi, Wi-Fi Direct		
Paper Handling Input	250 Sheet		
Paper Handling Output	100-Sheet		
Media Type	Plain Paper, Photo Papers, Matte Brochure or Professional Paper, Matte Presentation Paper, Professional Paper, Other Photo Inkjet Papers, Other Matte Inkjet Papers, Other Glossy Inkjet Papers, Light/Recycled		
Media Sizes	88.9 x 127 mm to 215.9 x 355.6 mm		
Compatible Operating Systems	Windows 10 and 11 Professional 64-bit		
Number of Supplies	4 (1 each black bottle, set of 3 color bottles)		
Accessories	Power cord, Printer USB cable, and 4 ink Bottles		
Warranty	2 years parts, 2 years labor, 2 years onsite. Next Business Day: Must have a technical support Toll-Free number for technical assistance within working hours, and should be operational and functional for at least within the warranty period. Must have the manufacturer's warranty certificate		
Delivery	60 days		

I hereby certify that the information indicated in this Statement of Compliance is true and correct. I further confirm that our company fully understands and commits to comply with the technical specifications, requirements, and conditions set forth in this procurement project.

Authorized Signatory: _____

(Signature over Printed Name)

Position/Designation: _____

Date: _____

PROCUREMENT OF LASER AND COLORED PRINTERS
LOT 2: LASER PRINTER

Instructions: Bidders must indicate "Comply" or "Not Comply" for each item below and provide the corresponding page number in their proposal or technical documents where the requirement is addressed. Non-compliance with any of the mandatory requirements may be a ground for disqualification.

LOT 2: LASER PRINTER

QTY	SPECIFICATION		Statement of Compliance (State whether "comply" or "not comply")
12	**ITEM 2: LASER PRINTER (print, copy, and scan)**		
	ISO Certification	Manufactured by an ISO 9001 or ISO 9002 certified	
	Quality Assurance	The manufacturer must have a website where information and descriptions on product specifications can be viewed by the end-user. The manufacturer's website should have downloadable manuals and the latest drivers. The brand must submit a datasheet for evaluation	
	PRINTER Specifications		
	Multitasking supported	Yes	
	Print speed (minimum)	40 ppm	
	First page out (minimum)	6.1 sec	
	Print Technology	Laser	
	Duplex Printing	Yes	
	SCANNER Specification		
	Scanner Type	Flatbed and ADF	
	Scan Color	Color and B&W Scanner	
	Scan file format	PDF, JPG, TIFF	
	Scan Resolution, optical	1200x1200 dpi	
	Scan size	Maximum media size (flatbed): 216 x 297 mm; Minimum media size (ADF): 102 X 152 mm; Maximum media size (ADF): 216 x 356 mm	

	Scan Speed (normal, A4)	29 ppm/46 ipm (b&w), 20 ppm/34 ipm (color)	
	Duplex Scanning	46 ipm (b&w), up to 34 ipm (color)	
	Scan to USB	Yes	
	COPIER Specifications		
	Copier Resize	24 to 400%	
	Copy Resolution	600 dpi	
	General Specification		
	Functions	Print, copy, scan	
	Processor Speed	1.2 GHz	
	Memory	612 MB	
	Monthly duty cycle	8000 pages	
	Media Port	USB	
	Connectivity	1 Hi-Speed USB 2.0: 1 rear host USB; 1 Front USB port; Gigabi Ethernet LAN 602.3az(EEE): 802.11b/g/n / 2.4 / 5 GHZ WiFi radio + BLE	
	Paper Handling Out	Tray 1: 100-sheets Tray 2: 250 sheets	
	Media Type	Paper (plain, light, heavy, bond, colored, letterhead, preprinted, prepunched, recycled, rough). Envelopes, Labels, and Transparencies.	
	Media Sizes	Tray 1: 76.2 x 127 mm to 215.9 x 355.6 mm Tray 2: 104.9 x 148.59 mm to 215.9 355.6 mm	
	Display	2.7" Color Touchscreen	
	Compatible Operating Systems	Windows 10 and 11 Professional 64-bit	
	Accessories	Power Cord, Printer USB Cable, and Toner	
	ENERGY STAR Certified	Yes	
	Warranty	2 years part, 2 years onsite; Next Business Day Must have a technical support Toll-Free number for technical assistance within working hours and should be operational and functional for at least within the warranty period. Must have the manufacturer's warranty certificate.	
	Delivery	60 days	

I hereby certify that the information indicated in this Statement of Compliance is true and correct. I further confirm that our company fully understands and commits to comply with the technical specifications, requirements, and conditions set forth in this procurement project.

Authorized Signatory: _____

(Signature over Printed Name)

Position/Designation: _____

Date: _____

ANNEX "C" Terms and Conditions	
I. **SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM** *(Annex A)* **AND TECHNICAL SPECIFICATION FORM** *(Annex B)*	Bidder shall type or write in "Ink" the following on the Price Quotation Form: - Name of Store - Address - PhilGEPS Registration No. /Organization No. - TIN - Authorized Signatory - Date - Contact Nos. - Email Address - Copy of Proposal, if applicable
II. **TYPE OF SUBMISSION**	Submit the filled-up Forms (Annexes A and B) manually or at the following address; **Manually**: Bids and Awards Committee, 8th floor, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City
III. **DELIVERY PERIOD**	Delivery Period: 60 days upon receipt of NTP/PO (Please refer to Annex B for the details)
IV. **TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 15 working days upon receipt of the Original Sales Invoice / Billing Statement
V. **DELIVERY LOCATION**	Winning Bidder must deliver the items/services to the following address: Philippine Economic Zone Authority, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City