Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	BAC-2023-09
Date	15 August 2023

REQUEST FOR QUOTATION
(Alternative-Small Value Procurement)

Name of Company : _____

Address : _____

The Philippine Economic Zone Authority (PEZA), intends to undertake Alternative/Small Value Procurement in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	**Procurement of Laser and Colored Printers**
Description/Specifications	Please refer to the attached Annexes "A" and "B"
Approved Budget for the Contract (ABC)	PhP 885,000.00
Deadline of Submission of Bid	22 August 2023; 5:00 PM

Interested bidders may submit their duly accomplished and filled-up Annex "A" and "B" on or before the deadline of submission of bids to **Bids and Awards Committee, 10th Floor, DoubleDragon Center West Building, DD Meridian Park, 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: For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative; 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 Income Tax Return Note: • **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) **or** • **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 operations, this refers to the monthly business tax returns filed to date)

For any clarification, you may contact **BAC Secretariat at 8551-3451 loc. 634** or email us at **bacsec@peza.gov.ph.**

MS. ANIDELLE JOY M. ALGUSO
BAC Chairperson

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MS. ANIDELLE JOY M. ALGUSO
BAC Chairperson
Philippine Economic Zone Authority (PEZA)
8th Floor, DoubleDragon Center West Building, DD Meridian Park,
Macapagal Ave., Pasay City

Dear Sir:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s (inclusive of or the items as follows:

Description	Quantity	Unit Price
Multifunction Laser Printer - Black	10 units	PhP
Multifunction Continuous Ink	25 units	PhP
TOTAL (Inclusive of VAT)		

BUSINESS NAME : _____
ADDRESS : _____
PHILGEPS REG. NO. : _____
TIN : _____

AUTHORIZED SIGNATORY : _____
(Signature over Printed Name)

DATE : _____
CONTACT NOS. : _____
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

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Annex "B"

TECHNICAL SPECIFICATIONS

QTY	SPECIFICATION		Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
25	**LOT 1, ITEM 1: COLORED 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. Manufacturer's website should have downloadable manuals and the latest drivers. Manufacturer must have a Technical Support or Customer Support Website. Brand must have a manufacturer's local depot for spare parts. (supported by a letter of certification and address from the manufacturer with the option of the agency to do site visit) Brand must have a list of service centers or accredited service centers nationwide.	
	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 speed normal, A4	color-3.5 ipm and b&w-8 ipm	
	Scan to USB	Yes	
	COPIER Specifications		
	Copier Resize	25 to 400%	
	Copy resolution minimum	600 dpi	
	Copier Settings	Number of Copies, Resize, Quality, Lighter/Darker, Papersize, Papertype, ID Copy	
	Copies, maximum	99 copies	
	GENERAL Specification		
	Functions	Print, Scan, Copy, ADF, Wireless	
	Processor Speed	800 MHz	
	Memo	256 MB	
	Monthly Duty Code	5000 pages	
	Connectivity	built-in Ethernet; Wi-Fi Bluetooth 5.0; 802.11 a/b/g/n/ac; 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 Professional 64-bit	
Number of Supplies	4 (1 each black bottle, set of 3 color bottles)	
Accessories	Powercord, Printer USB cable and Ink	
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.	

QTY	SPECIFICATION		**Statement of Compliance** (State whether "COMPLY" or "NOT COMPLY")
10	**LOT 1, 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. Manufacturer's website should have downloadable manuals and the latest drivers. Manufacturer must have a Technical Support or Customer Support Website. Brand must have a manufacturer's local depot for spare parts. (supported by a letter of certification and address from the manufacturer with the option of the agency to do site visit) Brand must have a list of service centers or accredited service centers nationwide.	
	PRINTER Specifications		
	Multitasking supported	Yes	
	Print speed (minimum)	40 ppm	
	First page out (minimum)	6.1 sec	
	Print technology	Laser	
	Duplex Printing	Yes	
	SCANNER Specifications		
	Scanner Type	Flatbed and ADF	
	Scan Color	Color and B&W Scanner	
	Scan file format	PDF, JPG, TIFF	
	Scan resolution, optical	1200 x 1200 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	29ppm/46ipm (b&w), 20ppm/34ppm (color)	
	Scan to USB	Yes	
	COPIER Specifications		
	Copier Resize	25 to 400%	
	Copy resolution minimum		

Copier Settings	ID Copy; Number of copies; Resize (including 2-Up); Lighter/Darker; Enhancements; Original Size; Binding Margin; Collation; Tray Selection; Two-Sided; Quality (Draft/Normal/Best); Save Current Settings; Restore Factory Defaults
Copies, maximum	999 copies
GENERAL Specification	
Functions	Print, Scan, Copy
Processor Speed	1.2 GHz
Memo	512 MB
Monthly Duty Code	80000 pages
Connectivity	1 Hi-Speed USB 2.0; 1 rear host USB; 1 Front USB port; Gigabit Ethernet LAN 10/100/1 OOOBASE-T network; 802.3az EEE ; 802.11b/ In / 2.4/5 GHZ WiFi radio + BLE
Paper Handling Input	Tray 1: 100-sheets Tray 2: 250-sheets
Paper Handling Output	150-sheet
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 x 355.6 mm
Display	2.7" Color Touchscreen
Compatible Operating Systems	Windows 10 Professional 64-bit
Number of Supplies	4 (1 each black bottle, set of 3 color bottles)
Accessories	Powercord, Printer USB cable and Toner
ENERGY STAR Certified	Yes
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.

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Annex "C"

TERMS AND CONDITIONS

1. **Bidder shall type or write in "Ink" the following on the Price Quotation Form:**
   - Business Name
   - Address
   - PhilGEPS Registration No./Organization No.
   - TIN
   - Authorized Signatory
   - Date
   - Contact Nos.
   - Email Address

2. **Submit the filled-up Forms (Annexes A and B) manually at the following address:**
   - **Manually:** PPRG, 10th floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd, Pasay City

3. **Delivery Period:** within 90 days upon receipt of Purchase Order/Contract

4. **Terms of Payment:** Through Cheque / 15 working days upon receipt of Original Sales Invoice/Billing Statement.

5. Winning bidder must deliver the items/services to the following address:

   10th floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd, Pasay City