REQUEST FOR QUOTATION NO.: 2022-02-003

Date: February 16, 2022

Procurement Title	:	**Supply, Delivery and Testing of Various Printer and Scanner as requested by the Management Information Systems Division (MISD) for Y2022**
PR No.	:	**2022-01-008**
Approved Budget for the Contract	:	**Php 429,000.00**

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **2nd floor, Administrative and Finance Division, New Golden City Builders Building, 1388 F. Icasiano St. cor. F. Gernale St. Paco, Manila** on or before **February 23, 2022, 1:00 P.M.**

I. **Requirements**
1. The winning bidder shall deliver the goods to the Commission on Filipinos Overseas Office at 2nd Floor, Administrative and Finance Division, New Golden City Builders Building, 1388 F. Icasiano St. cor. F. Gernale St. Paco, Manila;
2. The said winning bidder shall bear the cost of transportation;
3. The winning bidder shall replace the item if found to be defective/not in conformity with the description during inspection.

II. **General Terms and Condition**:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be inclusive of all cost and applicable taxes;
4. The following documents should be submitted along with the sealed quotation:
   - PhilGEPS Registration Number/Certificate
   - Mayor's/Business Permit
   - BIR Form 2303 Certificate
   - SEC or DTI Certificate
   - Notarized Omnibus Sworn Statement
   - Brochure
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.

Management System ISO 9001:2015
TÜVRheinland CERTIFIED
www.tuv.com ID 9108642352

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Citigold Center, 1345 President Quirino Avenue cor. President Osmeña Highway, Manila 1007, Philippines

Republic of the Philippines • Office of the President
COMMISSION ON FILIPINOS OVERSEAS
Komisyon sa mga Filipino sa Ibayong Dagat

COMPANY NAME : _____

ADDRESS : _____

PhilGEPS REGISTRATION NO.: _____ **VALID UNTIL:** _____

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	TOTAL COST	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/ OFFER AMOUNT (VAT INCLUSIVE)
Supply, Delivery and Testing of the following Printer and Scanner:						
5	Unit	ADF Scanners	₱ 20,000.00	₱ 100,000.00	₱ 100,000.00	
1	Unit	Colored A3 Printer	₱ 50,000.00	₱ 50,000.00	₱ 50,000.00	
9	Unit	Dot Matrix Printer	₱ 13,000.00	₱ 117,000.00	₱ 117,000.00	
9	Unit	Multifunction Printer	₱ 10,000.00	₱ 90,000.00	₱ 90,000.00	
9	Unit	LaserJet Printer	₱ 8,000.00	₱ 72,000.00	₱ 72,000.00	
TOTAL AMOUNT					**₱ 429,000.00**	

PLEASE SEE ANNEX A FOR THE TECHNICAL SPECIFICATIONS

DELIVERY SCHEDULE : **30 Working Days from receipt of a copy of the Notice to Proceed**

WARRANTY : **One (1) year warranty**

After careful evaluation of the Requirements, General Terms and Conditions, Technical Specifications, Warranty and Delivery Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, 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 or bidders.

_____

Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____

Email Address : _____

Date : _____

For Further information, please refer to:

KEESHIA MAE ACEDERA
Procurement Officer

Email: bac.secretariat@cfo.gov.ph
Tel. No: 8552-4792

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ANNEX A

TECHNICAL SPECIFICATIONS

EQUIPMENT(S)	SPECIFICATIONS
Dot Matrix Printer	**Print Method:** Impact dot matrix **Control Panel:** 4 switches and 5 LEDs **Print Direction:** Bi-direction with logic seeking **Number of Pins in Head:** 9 pins **Control Code:** ESC/P and IBM PPDS emulation **Number of Pins:** 9 **High Speed Draft:** (10 / 12 / 15 cpi): 347 / 357 / 390 cps (Condensed, 17 / 20 cpi): 383 / 298 cps **Draft:** (10 / 12 / 15 cpi): 260 / 312 / 223 cps (Condensed, 17 / 20 cpi): 222 / 260 cps (Emphasized, 10 cpi): 130 cps **NLQ:** (10 / 12 / 15 / 17 / 20 cpi): 65 / 78 / 55 / 47 / 56 cps **Cut Sheet (Single Sheet):** Length: 100 ~ 364mm (3.9 ~ 14.3") Width: 100 ~ 257mm (3.9 ~ 10.1") Thickness: 0.065 ~ 0.14mm (0.0025 ~ 0.0055") **Cut Sheet (Multi-part Forms):** Length: 100 ~ 364mm (3.9 ~ 14.3") Width: 100 ~ 257mm (3.9 ~ 10.1") Thickness: 0.12 ~ 0.39mm (0.0047 ~ 0.015") (Total) **Continuous Paper (Single Sheet / Multi-part):** Length: 101.6 ~ 558.8mm (4.0 ~ 22.0") Width: 101.6 ~ 254.0mm 4.0 ~ 10.0") Thickness: 0.065 ~ 0.39mm (0.0025 ~ 0.015") (Total)
LaserJet Printer	**Ports** Hi-Speed USB 2.0 port **Acoustic power emissions (active, printing):** 6.5 B(A)

Memory: 64 MB

Maximum Memory: 64 MB

Input capacity: Up to 150 sheets

Standard input capacity (envelopes): Up to 10

Output capacity: Up to 100 sheets
Media sizes supported (metric):
A4; A5; A5(LEF); B5 (JIS); Oficio; Envelope (DL, C5); 76 x 127 to 216 x 356mm

Media sizes supported (U.S. standard):
Letter; Legal; Executive; Oficio 216x340mm, Oficio 8.5x13 in, Envelope (No.10, Monarch); 4x6 in

Media sizes, custom (metric):
76 x 127 to 216 x 356 mm

Media sizes, custom (U.S. standard):
3 x 5 to 8.5 x 14 in

Media types:
Plain, Thick, Thin, Cotton, Color, Preprinted, Recycled, Labels, CardStock, Bond, Archive, Envelope

Maximum dimensions (W x D x H, metric):
331 x 350 x 248 mm

Energy savings feature technology:
Auto-On/Auto-Off Technology; Power save

Power supply type:
Internal (built-in) Power Supply

Print technology: Laser

Duplex printing:
Manual (driver support provided)

Print resolution (best):
Up to 1,200 x 1,200 dpi

Maximum print area (metric):
216 x 356 mm

	Monthly duty cycle: Up to 10,000 pages **Print languages:** SPL **Printer smart software features:** Manual duplex, N-up printing, collation, watermarks, accepts a variety of paper sizes and types
Colored A3 Printer	**Printer Type:** Print, Scan, Copy, Fax with ADF **Print Method:** PrecisionCoreTM Printhead **Minimum Ink Droplet Volume**: 3.8 pl **Print Direction:** Bi-directional printing **Nozzle Configuration:** 800 x 1 nozzles Black, 256 x 1 nozzles per colour (Cyan, Magenta, Yellow) **Maximum Resolution:** 4800 x 2400 dpi **Automatic 2-sided Printing:** Yes (up to A3) **Photo Default - 10 x 15 cm / 4 x 6 " *1:** Approx. 43 sec per photo (Border) / 52 sec per photo (Borderless)*2 **Draft, A4 (Black / Colour):** Up to 32.0 ppm / 22.0 ppm *2 **ISO 24734, A4 Simplex (Black / Colour):** Up to 25.0 ipm / 12.0 ipm *2 **ISO 24734, A4 Duplex (Black / Colour):** Up to 16.0 ipm / 9.0 ipm *2 **Reduction / Enlargement:** 25 - 400% **Maximum Copy Size:** A3 **Copy Resolution:** 600 x 600 dpi **Max Copies:** 999 copies

ISO 29183, A4 Simplex Flatbed (Black / Colour):
Up to 23.0 ipm / 10.0 ipm

Scanner Type:
Flatbed colour image scanner

Sensor Type: CIS

Optical Resolution: 1200 x 2400 dpi

Maximum Scan Area: 297 x 431.8 (mm)

Scanner Bit Depth (Colour):
48-bit input, 24-bit output

Scanner Bit Depth (Grayscale):
16-bit input, 8-bit output

Scanner Bit Depth (Black & White):
16-bit input, 1-bit output

Type Of Fax:
Walk-up Black-and-white and Colour Fax Capability

Receive Memory / Page Memory:
6MB, Page memory
Up to 550 pages

Error Correction Mode: ITU-T T.30

Fax Speed (Data Transfer Rate):
Up to 33.6 kbps, Approx. 3 sec/page

Fax Resolution: Up to 200 x 200 dpi

Transmission Paper Size (Flatbed):
A5, A4, A3, B5, B4, Half Letter, Letter, Legal, 11 x 17"

Type of Direct Printing:
USB Memory
Number of Paper Trays: 3 (Front 2, Rear 1)

Standard Paper Input Capacity:
Cassette 1: 250 sheets for A4 Plain paper (80g/m2) 50 sheets for
Premium Glossy Photo Paper
Cassette 2: 250 sheets for A4 Plain paper (80 g/m2)

	Rear Slot: 50 sheets for A4 Plain paper (80 g/m2), 20 sheets for Premium Glossy Photo Paper **Output Capacity:** 125 sheets for A4 Plain paper (80 g/m2), 20 sheets for Premium Glossy Photo Paper **Maximum Paper Size:** 329 x 6000 mm **Paper Sizes:** A3, Super B (13 x 19"), Indian Legal, Letter, A4, 16K (195 x 270mm), 8K (270 x 390mm), Executive (7.25 x 10.5"), B4, B5, A5, B6, A6, 8.5 x 13", 5 x 7", 4 x 6", 8 x 10", Legal (8.5 x 14"), 16:9 wide, Envelopes: #10, DL, C6, C4 **Paper Feed Method:** Friction feed **Print Margin:** 3mm top, left, right, bottom via custom settings in printer driver **Dimensions (W x D x H):** 515 x 500 x 350mm **USB:** USB 2.0 **Network:** Ethernet, Wi-Fi IEEE 802.11 b/g/n, Wi-Fi Direct **Network Protocol:** TCP/IPv4, TCP/IPv6 **Network Management Protocols:** SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SNTP, SLP, WSD, LLTD
Multifunctional Printer	**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 x 1440 dpi **Automatic 2-sided Printing:** No **Photo Default - 10 x 15 cm / 4 x 6 " *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 7.0 ipm / 1.7 ipm

Scanner Type: Flatbed colour image scanner

Sensor Type: CIS

Optical Resolution: 600 x 1200 dpi

Maximum Scan Area: 216 x 297 mm

Scanner Bit Depth (Colour):
48-bit input, 24-bit output

Scanner Bit Depth (Grayscale):
16-bit input, 8-bit output

Scanner Bit Depth (Black & White):
16-bit input, 1-bit output

Number of Paper Trays: 1

Standard Paper Input Capacity:
Up to 100 sheets of Plain Paper (80 g/m2)
Up to 20 sheets of Premium Glossy Photo Paper

Output Capacity:
Up to 30 sheets of Plain Paper (80 g/m2)
Up to 20 sheets of Premium Glossy Photo Paper

Maximum Paper Size: 215.9 x 1200 mm

Paper Sizes:
Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13",

	Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6 **Print Margin:** 0 mm top, left, right, bottom via custom settings in printer driver*3 **Dimensions (W x D x H):** 375 x 347 x 179mm **USB:** USB 2.0
ADF Scanners	**Dimensions (W x D x H):** 300 x 172 x 154mm **Supported paper sizes and types:** U.S.-Letter: 215.9 x 279.4 mm U.S.-Legal: 215.9 x 355.6 mm U.S.-Executive: 184.2 x 266.7 mm ISO A4: 210 x 297 mm JIS B5: 182 x 257 mm ISO B5: 176 x 250 mm ISO A5: 148 x 210 mm ISO A6: 105 x 148 mm ISO A7: 74 x 104 mm ISO A8: 52 x 74 mm **Custom** **Minimum:** 50.8 x 50.8 mm **Maximum:** 216 x 3100 mm **Scanner type:** Sheetfed **Digital sending standard features** Scan to PC **Scan resolution, optical** Up to 600 dpi **Scan resolution, hardware** 600 x 600 dpi **Duty cycle (daily)** Recommended daily duty cycle: 3500 pages **Bit depth** 24-bit (external), 48-bit (internal) **Automatic document feeder scan speed** Up to 35 ppm/70 ipm [1] **Scan size (ADF), maximum**

	216 x 3100 mm
	Scan size (ADF), minimum 50.8 x 50.8 mm
	Automatic document feeder capacity Standard, 50 sheets
	Duplex ADF scanning Yes
	Scan file format For text and images: PDF, PDF/A, Encrypted PDF, JPEG, PNG, BMP, TIFF, Word, Excel, PowerPoint, Text (.txt), Rich Text (rtf) and Searchable PDF
	Color scanning Yes
	Levels of grayscale 256
	Scan technology CMOS CIS
	Scanning options (ADF) Single-pass duplex
	Multifeed detection No
	Output resolution dpi settings 75; 150; 200; 240; 300; 400; 500; 600; 1200 ppi
	Light source (scanning) LED
	Connectivity, standard USB 3.0