



REQUEST FOR QUOTATION NO.: 2024-05-027

Date: **May 13, 2024**

Procurement Title : Supply and Delivery of Various Printers and Scanners

Purchase Request No. : 2024-03-084

Approved Budget for the Contract : Php 907,500.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas (CFO) invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. The bidders have the option to submit quotations either by manual submission or via email **on or before May 20, 2024; 10:00 A.M.**

For manual submissions:

- Two (2) sealed brown envelopes must be submitted at CFO office located on the **21st Floor, The Upperclass Tower, Quezon Avenue, cor Sct. Reyes St, Diliman, Quezon City**
- The 1st envelope must contain original or certified true copies of your documentary requirements and financial bid, while the 2nd envelope contains photocopies.

For email submissions:

- You may submit your documentary requirements and financial bid to our email: bac.secretariat@cfo.gov.ph
- Financial bids must be password-protected; financial bids with no password will not be accepted.
- A representative of the bidder must attend the bid opening via Zoom and provide the password during the meeting.

General Terms and Condition:

1. Quotations should be addressed to the **CFO Bids and Awards Committee**;
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 costs and applicable taxes**;
4. The following documents should also be submitted **along with the sealed quotation**:
 - **PhilGEPS Registration Number/Certificate**;
 - **Mayor's/Business Permit**;
 - **BIR Form 2303 Certificate**;
 - **SEC or DTI Certificate**;
 - **Income/Business Tax Return**;
 - **Notarized Omnibus Sworn Statement**;
 - **Copy of any Valid ID of the Authorized Representative**;
 - **Product brochure**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make

an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : _____
ADDRESS : _____
PhilGEPS REGISTRATION NO.: _____ VALID UNTIL: _____

UNIT	ITEM DESCRIPTION	QTY.	APPROVED BUDGET FOR THE CONTRACT (VAT Inclusive)	BID OFFER
Unit	A3 Multifunction Colored Printer	4	220,000.00 55,000.00/unit	
Unit	A4 Multifunction Colored Document Printer	15	187,500.00 12,500.00/unit	
Unit	A4 Borderless Colored Photo Printer	1	30,000.00	
Unit	LaserJet Printer Single Function Monochrome	12	120,000.00 10,000.00/unit	
Unit	LaserJet Pro Colored Printer with feeder scanner	1	25,000.00	
Unit	ADF Scanners	10	250,00.00 25,000.00	
Unit	Dot Matrix with Ribbon	5	75,000.00 15,000.00	
TOTAL AMOUNT			PHP907,500.00	

Delivery Schedule: 30 calendar days upon receipt of Notice to Proceed

See “**Annex A**” for the detailed Technical Specifications

After careful evaluation of the General Terms and Conditions, Specifications, 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 more information, you may contact the **CFO-BAC Secretariat** through:

Email: bac.secretariat@cfo.gov.ph

Telephone numbers: 8552-4792, 8552-715, 8552-4756

ANNEX A

ITEM 1: A3 Colored Multifunction Printer

Printer Type	Print, Scan, Copy, Fax with ADF
Printing	
Nozzle Configuration	800 x 1 nozzles Black, 256 x 1 nozzles per colour (Cyan, Magenta, Yellow)
Print Direction	Bi-directional printing
Maximum Resolution	4800 x 2400 dpi Up to A3
Copying	600 x 600 dpi Up to 23.0 ipm Up to A3
Scanning	Flatbed colour image scanner CIS 1200 x 2400 dpi A3
Fax Function	Walk-up Black-and-white and Colour Fax Capability
ADF Function	64-95 g/m2 Up to 50 sheets
Card Slot / USB Host Function	USB Memory
Paper Handling	Friction Feed 3 (Front 2, Rear 1)
Interface	USB 2.0 Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct TCP/IPv4, TCP/IPv6
Mobile and Cloud Printing	Wireless printing
Control Panel	4.3" Colour LCD Touch Screen
LCD Screen	
Printer Software	Software Support
Energy Star Certified	Yes
Consumables	Black Ink Bottle Cyan Ink Bottle Magenta Ink Bottle Yellow Ink Bottle Maintenance Box
	1 Year Warranty

ITEM 2: A4 Multifunction Colored Printer

Printer Type	Print, Scan, Copy
Printing Nozzle Configuration Maximum Resolution	180 x 1 nozzles Black, 59 x 1 nozzles per Color (Cyan, Magenta, Yellow) 5760 x 1440 dpi Up to 33.0 ppm / 15.0 ppm
Copying	Up to 7.7 ipm / 3.8 ipm A4, LTR
Scanning	Flatbed colour image scanner CIS 1200 x 2400 dpi A4
Paper Handling Paper Trays	Friction Feed 1 Up to 100 sheets of Plain Paper (80 g/m2) Up to 20 sheets of Premium Glossy Photo Paper
Interface	USB 2.0 Wi-Fi, Wi-Fi Direct TCP/IPv4, TCP/IPv6 SNMP, HTTP, DHCP
Mobile and Cloud Printing	Wireless printing
Printer Software	Software Support
Energy Star Certified	Yes
Consumables	Black Ink Bottle Cyan Ink Bottle Magenta Ink Bottle Yellow Ink Bottle 1 Year Warranty

ITEM 3: A4 Borderless Colored Photo Printer

Printer Type	Print
Printing Nozzle Configuration Maximum Resolution	180 x 1 nozzles Black, 180 x 1 per colour (Cyan, Magenta, Yellow, Light Cyan, Light Magenta) Bi-directional printing 5760 x 1440 dpi (with Variable-Sized Droplet Technology)
Paper Handling Paper Trays	Friction Feed 1 Up to 100 sheets of Plain Paper (80 g/m2) Up to 20 sheets of Premium Glossy Photo Paper 100 sheets of A4 Plain Paper (80g/m2) 20 sheets of Premium Glossy Photo Paper A4, Letter, 8 x 10", 5 x 7", 4 x 6", 16:9 Wide, 3.5 x 5"
Interface	USB 2.0 Wi-Fi, Wi-Fi Direct TCP/IPv4, TCP/IPv6 SNMP, HTTP, DHCP
Mobile and Cloud Printing	Wireless printing
Printer Software	Software Support
Energy Star Certified	Yes
Consumables	Black Ink Bottle Cyan Ink Bottle Magenta Ink Bottle Yellow Ink Bottle Light Cyan Ink Bottle Light Magenta Ink Bottle Pickup Roller Maintenance Box 1 Year Warranty

ITEM 4: LaserJet Printer Single Function Monochrome

Printer Type	Print
Printing	Laser
Paper Handling Paper Trays	1 Up to 21ppm Mono Print Up to 1,200 x 1,200 dpi Print Manual Double Sided Printing As Fast as 8.3 Seconds First page 150 Sheet Input Tray
Interface	USB 2.0
Printer Software	Software Support
Energy Star Certified	Yes
Consumables	Black Original Laser Toner Cartridge

ITEM 5: LaserJet Pro Colored Printer with feeder Scanner

Printer Type	Print, Scan, Copy, Fax
Printing	Laser Color (Cyan, Magenta, Yellow)
Print Speed Resolution	Up to 16ppm 600 x 600 dpi
Copying	600 x 600 dpi Up to 16 ipm CIS
Scanning	Flatbed, ADF Sheetfeed 76 x 127 to 216 x 356 mm JPG, RAW (BMP), PNG, TIFF, PDF 300 dpi to 1200 dpi
Fax Function	Walk-up Black-and-white and Colour Fax Capability
Card Slot / USB Host Function	USB Memory
Paper Handling	Friction Feed 3 (Front 2, Rear 1)
Interface	USB 2.0 Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct TCP/IPv4, TCP/IPv6
Mobile and Cloud Printing	Wireless printing
Control Panel LCD Screen	2-Line LCD
Printer Software	Software Support
Energy Star Certified	Yes
Consumables	4 (1 each black, cyan, magenta, yellow)
	1 Year Warranty

ITEM 6: ADF Scanners

Scanner Type	Sheetfed
Sending Features	Scan to PC
Resolution	Up to 600 dpi
Resolution Hardware	600 x 600 dpi
Scan Speed	Up to 35 ppm/70 ipm
Scan Size	50.8 x 50.8 mm - 216 x 3100 mm Thermal paper to Legal Size paper
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 Scanner	Yes
Connectivity	USB AB 3.0
Energy Star Certified	Yes
Scanner Software	Software Support
Consumables	Scanner Power cord Power adapter USB cable Scanner engine Flyers Install guide
	1 Year Warranty

ITEM 6: Dot Matrix with Ribbon

Printing	Impact Dot Matrix 24 Pins Bi-direction with logic seeking High 416 CPS print speed at 12CPI
Paper Handling	Tractor Rear in, Top out Manual Insertion Rear in, Top out Friction, Push Tractor
Ribbon Cartridge	Fabric Ribbon Cartridge (Black) Approx. 2.5 million characters (Draft 10 cpi, 48 dots/character)
Connectivity	USB AB 3.0
Energy Star Certified	Yes
Software	Software Support
Consumables	Ribbon Black
	1 Year Warranty