



REQUEST FOR QUOTATION NO.: 2023-05-018

Date: May 09, 2023

Procurement Title : Supply and Delivery of Two (02) units A3 Color Multifunction Printers

Purchase Request No. : 2023-05-056

Approved Budget for the Contract : PhP 400,000.00 (Vat Inclusive)

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 Icasiano Street., corner Union Street, Paco, Manila** on or before **May 15, 2023; 10:00 A.M.**

I. 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 or during bid/offer evaluation**:
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate;**
 - **Notarized Omnibus Sworn Statement;**
 - **Item Brochure indicating Technical Specifications;**
 - **Copy of any Valid ID of the Authorized Representative;**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.





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COMMISSION ON FILIPINOS OVERSEAS
KOMISYON SA MGA FILIPINO SA IBAYONG DAGAT



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

CFO REQUIREMENT	QTY.	APPROVED BUDGET FOR THE CONTRACT (ABC) VAT INCLUSIVE	BID AMOUNT (UNIT COST) VAT INCLUSIVE	BID AMOUNT (TOTALCOST) VAT INCLUSIVE
Supply and Delivery of A3 Color Multifunction Printer	2 units	Php 400,000.00		

Technical Specifications: Please see attached "ANNEX A"

Delivery Schedule: 25 Calendar Days upon receipt of the Notice to Proceed

Warranty: at least one (1) year product warranty

After careful evaluation of the General Terms and Conditions, Technical Specifications, Delivery Schedule, and Warranty 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 L. ACEDERA
 Procurement Officer

Email: bac.secretariat@cfo.gov.ph
 Tel. No: [8552-4792](tel:8552-4792)





ANNEX A: TECHNICAL SPECIFICATIONS

Printing Black & White: 10-bit input, 1-bit output
Printing Method Scan Features: Scan to Memory Device, Scan to Network Folder/FTP,
Nozzle Configuration Scan to Email, Scan to Computer (Document Capture Pro), Scan to
Magenta, Yellow Computer (WSD)
Print Direction Scan Speed: (A4 Landscape, Flatbed / ADF Simplex / ADF Duplex)
Maximum Resolution 200 dpi Monochrome Colour

Print Speed
Max Draft Text **ADF Function**
(Black#1 / Colour) Support Paper Thickness
 Paper Capacity 50 sheets
 ISO 24734, A4, Automatic 2-sided Scan / Copy
 ISO 24734, A4, Automatic 2-sided Scan / Copy
 ISO 24734.2, A3, **Fax Function**
 ISO 24734.2, A3, Type of FAX
First Page Out Time Receive Memory / Page Memory
 Error Correction Mode
Printer Language FAX speed (data transfer rate)
Printer Control Panel FAX Resolution Black & White
PDF (ver1.7) FAX Resolution Black & White
Memory: 3,072 Transmission Paper Size
Maximum Monthly ADF
Recommended Receiving Paper Size
month Speed Dial / Group Dial
HDD Capacity: - Fax Features
Automatic 2-sided printing: res

Copy Speed **Paper Handling**
 ISO 29183, A4, Simplex (Flatbed) Paper Feed Method: Friction feed
 ISO 24735, A4, Simplex (ADF) Number of Paper Trays: 2 (Front 1, Rear 1)
 ISO 24735, A4, Duplex (ADF)
 Maximum Copies from Standalone Paper Hold Capacity
 Maximum Copy Resolution: 600 Input Capacity Up to 335 sheets
 Copy Paper Size (Flatbed): A3, B Maximum Input Capacity Up to 1,835 sheets
 Letter, A4, B5, A5, B6, A6, 16K, 8 Output Capacity 250 sheets
 10x15cm, #10, DL, C4, C6 Maximum Paper Size: A3+, 329 x 1200 mm (12.95 x 47.24")
 Maximum Copy Size: A3

Scanning **Printer Software**
 Scanner Type: Flatbed colour image Operating System Compatibility: Windows XP / Vista / 7 / 8 / 8.1 /
 Sensor Type: Mono CIS Colour (10 Windows Server 2003 / 2008 / 2012 / 2016 / 2019 Mac OS X
 Optical Resolution: 1,200 x 2,400 10.6.8 or later
 Maximum Scan Area: 297.18 x 4
 Scanner Bit Depth
 Colour: 30-bit input, 24-bit output
 Grayscale: 10-bit input, 8-bit output

