



**REQUEST FOR QUOTATION NO.: 2025-03-025**

Date: March 18, 2025

**Procurement Title** : Supply, Delivery, and Testing of Various Printers and ADF Scanner for the Commission on Filipinos Overseas

**Purchase Request Nos.** : 2025-03-041

**Approved Budget for the Contract** : PHP 352,500.00 (Inclusive of VAT)

Sir/Madam:

The Commission on Filipinos Overseas cordially invites suppliers registered with PhilGEPS to submit their quotations for the items detailed below, reflecting current market prices. Quotations must be provided in **TWO (2) sealed brown envelopes**. The first envelope should include either the original documents or certified true copies, while the second envelope, labeled "**COPY 1**", should contain photocopies of these documents.

Please submit your sealed envelopes to the **Administrative and Finance Division** located on the **21st floor of The Upperclass Tower, Sgt. Reyes St., corner Quezon Avenue, Diliman, Quezon City**. Alternatively, you may send your files via email to [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph) on or before **March 24, 2025, by 9:00 A.M.**

Documents submitted via email must be **secured with password protection**. Please refer to the attached instructions for guidance on how to secure your files. The passwords should be communicated to the BAC Secretariat on the opening date by the representatives of the bidders attending via ZOOM.

**I. General Terms and Conditions:**

1. Price quotations must remain valid for **thirty (30) calendar days** from the submission date;
2. Price quotations should be **inclusive of all costs and applicable taxes**;
3. The following documents are required to be submitted along with the quotation. Any documents not provided at the time of quotation submission may be submitted during the post-qualification evaluation process.
  - **PhilGEPS Registration Number/Certificate;**
  - **Mayor's/Business Permit;**
  - **BIR Form 2303 Certificate;**
  - **SEC or DTI Certificate;**
  - **Notarized Omnibus Sworn Statement;**
  - **Copy of any Valid ID of the Authorized Representative; and**
  - **Brochure/additional supporting documents**
4. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be charged to 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: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_  
 MOBILE NUMBER: \_\_\_\_\_

**\*\*Bidders may bid per line item**  
**\*\*Items will be awarded per item**

ITEM NO.	ITEM DESCRIPTION	QTY.	APPROVED BUDGET FOR THE CONTRACT UNIT COST (VAT INCLUSIVE)	APPROVED BUDGET FOR THE CONTRACT TOTAL COST (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
	Supply and Delivery of Various Printers and ADF Scanner for the Commission on Filipinos Overseas				
1	Color Laserjet Printer A4	2	PHP 45,000.00	PHP 90,000.00	
2	A4 multifunction colored document printer	11	PHP 15,000.00	PHP 165,000.00	
3	Digital Label Printer	1	PHP 7,500.00	PHP 7,500.00	
4	ADF Scanner	3	PHP 20,000.00	PHP 60,000.00	
5	Portable Printer	1	PHP 30,000.00	PHP 30,000.00	
<b>TOTAL AMOUNT</b>				<b>PHP 352,500.00</b>	

**Delivery Schedule: within 15 calendar days upon receipt of the Notice to Proceed**

After carefully evaluating the General Terms and Conditions, Specifications, Delivery Schedule and Other Requirements, I/WE hereby accept and submit our quotation based on the 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)

\_\_\_\_\_  
Date

For further information, please refer to:

**KEESHIA MAE A. BIENDIMA**  
Administrative Office IV/ Head BAC Secretariat

Email: [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph) or [kabiendima@cfo.gov.ph](mailto:kabiendima@cfo.gov.ph)  
Telephone: 8552-4792 / 8552-4703 / 8552-4756

## TECHNICAL SPECIFICATION

2 unit Color Laserjet printer A4	
Printing Print Speed Resolution	Laser Color (Cyan, Magenta, Yellow) Up to 16ppm 600 x 600 dpi
copying	600 x 600 dpi Up to 16 ipm cis
Scanning	Flatbed ADF Sheetfeed 76 x127 to 216 x 356 mm JPG, RAW (BMP), PNG, TIFF, PDF 300 dpi to 1200 dpi
Fax function	Walk-up black-and-white and Color 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, WIFI 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	2 sets package of Black Toner Cartridge Cyan Toner Cartridge Magenta Toner Cartridge Yellow Toner Cartridge
Warranty	1 year warranty

<b>11 unit A4 multifunction colored document printer</b>	
Printing Nozzle configuration Maximum resolution	180 x 1 nozzles black, 59 x 1 nozzles per color (cyan, magenta, yellow) 5760 x 1440 dpi
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 wifi, wifi 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
Warranty	1 year warranty

<b>1 unit Digital Label Printer</b>	
Print speed	1.18" (30 mm) /sec 0.71" (18.0 mm)
weight	2.2 lb
Dimensions	202 mm (w) x 87 mm(H) x 199 mm (D)
LCD	320 dpi x 120 dpi
Interface	USB 2.0 Bluetooth 5.0
Battery	Six AA alkaline (LR6) AC adapter (AD-E001A)
Tape width	Up to 24 mm Up to 1-7 lines
Warranty	1 Years Warranty

<b>3 unit ADF SCANNER</b>	
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
File format	For text and images: PDF/A Encryted 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
Warranty	1 Year warranty

<b>1 Portable Printer</b>	
Print Resolution	<b>5760 x 1440 optimized pdi</b>
Photo print speed	4" x 6" borderless photo in as fast as 77 sec
ISO Print Speed	Black 6.7 ISO ppm/ Color 3.8 ISO ppm (AC Power) Black 3.5 ISO ppm/ Color 2.0 ISO ppm (Battery power)
Connectivity	Hi-Speed USB Wireless (802.11 b/g/n)2 Wi-Fi Direct
Mobile Printing	Email Print, iPrint Mobile App, Remote Print
Paper Handling	Up to 8.5" x 14" Up to 3.5" x 5", 4" x 6", 5" x 7", 8" x 10", 8.5" x 11" A4, A6, Half Letter, Executive Up to 20 sheets
Display	1.4 color LCD
Power	AC 100-240V USB Power 5V (USB 2.0) DC Power 24V With Battery
Dimension	12.2 x 9.1 x 8.5 12.2 x 61 x 2.4 3.5 lb
Consumables	Black ink cartridge Cyan ink cartridge Magenta ink cartridge Yellow ink cartridge
Warranty	1 year warranty