

REQUEST FOR QUOTATION

201811-0383/Nov.26, 2018; 201811-0390/ Nov. 28, 2018; 201811-0402/ Nov.
29, 2018; 201811-0403/Nov. 29, 2018;

RFQ No./Date: 201812-0256/ December 4, 2018

P.R. No/Date

Sir / Madam:

Please quote your lowest price/s for the item/s listed below including the total amount in legible style (preferably typewritten) and return this duly signed by the company's authorized signatory/ies to the General Services Division, Administrative and Legal Office c/o Mr. Jeson Q. de la Torre, 2/F Floor of the above address on or before **December 17, 2018/5:00 PM**

Your participation to this project shall be subject to the requirements as identified below:

- ☒ PhilGEPS Registration Number.
- ☒ Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- ☐ Latest Income/Business Tax Return.
- ☐ Professional License/Curriculum Vitae.
- ☐ Omnibus Sworn Statement.
- ☐ Signed Terms of Reference.
- ☒ Proposal must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions
- ☒ Bids must be submitted using this form. Supplemental information using your company stationery may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, menu, etc.
- ☒ Bids should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP 179,450.00
- ☐ Award shall be made by lot (please bid for all items to avoid disqualification of bid)
- ☒ Bids should be valid for a **minimum of one (1) month** from deadline of submission of bids as indicated above
- ☒ Procured items shall be delivered to PCC Office
- ☒ Refusal to sign and accept an Award/Purchase Order/Job Order or enter into contract without justifiable reason, maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.

In case you do not receive any communication from PCC 5 days/months from the deadline indicated above, it will mean that the award was not made in your favor. With the end in view of obtaining the contract most advantageous to the government, PCC reserves the right to: 1) accept or reject any or all the quotations/bids; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact PCC-ALO-GSD - c/o Mr. Jeson Q. de la Torre, in the above address/telephone numbers.

Very truly yours,

ATTY. JOSEPH MELVIN B. BASAS

PBAC Chairperson and Director IV, FPMO

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND/MODEL (To be filled-up by the supplier)	UNIT PRICE	TOTAL (PhP)
1	3		Printer (Print, Scan, Copy with ADF)			
			• Printer Speed: Photo Default - 10 x 15 cm/ 4.6"			
			Approx. 69 per sec per photo (Border)			
			Approx. 92 sec per photo (Borderless)			
			Draft, A4 (Black/ Colour): Up to 33ppm/ 20 ppm			
			ISO 24734, A4 Simplex (Black/ Colour) : Up to 15 ipm/ 8.0 ipm			
			ISO 24734, A4 Duplex (Black/ Colour): Up to 6.5 ipm/ 4.5 ipm			
			Duty Cycle: 50,000 pages			
			• Auto-duplex printing			
			• Ethernet & Wi-Fi Direct			
			• One (1) year Warranty			
			<i>Note: Bidder must have a service center in the Philippines</i>			
2	4		Digital Voice Recorder			
			Storage Capacity: at least 4GB (expandable)			
			Recording Quality: Noise Reduce feature			
			Audio Format: MP3 and WAV Formats			
			USB 2.0 or 3.0 file transfer			

			S-microphone system			
			Build in USB Port into the model			
			OS Compatibility: Windows 7, Windows 8 and Windows 10, MacOS			
			Built-in Stereo Microphone			
			Playback Feature			
			At least one (1) year warranty			
3	2		Wide Screen Monitor			
			Size: 27 to 30 inches (diagonal)			
			with Stand: at least 2 inches high			
4	1		Monochrome Printer, Laser			
			Print Technology: Laser Print			
			Printer Speed: 20 ppm			
			Network ready: Ethernet LAN			
			Paper Trays: 2			
			Display: LCD			
			Paper Handling: A4, A5, 8.5 x 13			
			Duplex Printing: Auto			
			Print Resolution: Up to 600 x 600 dpi			
			Printing Colors: Black			
			Standard Output Capacity: 150 sheets			
			Two-Sided Printing: Yes			
			Standard Interface: Ethernet, USB 2.0 or 3.0			
			Warranty: At least one (1) year			
			OS Compatibility: Microsoft (Windows 10 and 8.1), MacOS (El Capitan, Sierra, High Sierra, Mojave)			
			Network Protocol: TCP/ IP, LPD			
			Automatic Paper Sensor: Yes			
5	1		High Speed Scanner			
			Scanner Type: Sheet Fed Scanner			
			Scan Speed: ADF Monochrome (Simplex/ Duplex)			
			200 dpi: 25 ppm/ 50ipm, 5.0 ppm/ 10 ipm (USB Bus Power)			
			300 dpi: 25 ppm/ 50ipm, 5.0 ppm/ 10 ipm (USB Bus Power)			
			600 dpi: 5.0 ppm/ 10ipm, 5.0 ppm/ 10 ipm (USB Bus Power)			
			ADF Color (Simplex/ Duplex)			
			200 dpi: 25 ppm/ 50ipm, 5.0 ppm/ 10 ipm (USB Bus Power)			
			600 dpi: 5.0 ppm/ 10ipm, 5.0 ppm/ 10 ipm (USB Bus Power)			
			Scanning Element: Contact Image Sensor			
			Optical Resolution: 600dpi			
			Interface: Hi-speed USB 20.0, USB 3.0			
			Supported Document size: A4, Legal, Letter			
			Automatic duplex scanning			
			ADF Capacity: Minimum 20 sheets per scan			
			Plug and scan capability			
			OS Compatibility: Windows OS (Windows 8.1 and Windows 10) and MacOS (El Capitan, Sierra, High Sierra, Mojave)			
			Output File Format/s: JPEG, TIFF, PDF, BMP, PNG			
			At least one (1) year warranty			
6	12		Toner for Monochrome Laser Printer			
7	2		Wireless Powerpoint Clicker			
			Weight: 2.5 oz (71 g)			
			Receiver: Plug-and-play			
			Laser Class: at least class 2 laser			
			Wireless Operating Distance: Approximately at least 30m			

			Wireless technology: 2.4 GHz wireless technology			
			Operating System: must be compatible with Windows 7, Windows 8 and Windows 10, MacOS			
			Works with Powerpoint, Google Slides, and other presentation software			
			Red Laser Pointer feature			
			With power and wireless connectivity indicator			
			At least one (1) year warranty			
8	1		Paper Shredder			
			Shreds up to 8 sheets (70 gsm) per pass into 6mm strips-security level P-2			
			Shreds on-stop for up to 3 mins			
			15 litre waste bin			
			xxxxxxxxxxxxxxxxNÖTHiNG FÖLLÖWSxxxxxxxxxxxxxxxx			
This procurement shall be subject to the salient provisions of the IRR of RA 9184 - Liquidated Damages - Section 68 and the delivery schedule shall be completed within 5 calendar days from the receipt of the Purchase Order					TOTAL:	

(Bidders, please provide **complete** information below)

Posted on

Farmed-out

Retrieved on

Signature :

Name/Designation :

Name of Company :

Address :

Telephone/Fax :

E-mail Address:

TIN :
