



**Construction Industry Authority of the Philippines  
REQUEST FOR QUOTATION/PROPOSAL**

CIAP-F-PrM-03  
Rev. No.: 00

**Procurement of Office Equipment for CIAC**

P.R. No./Date: **24-06056 | 29 May 2024**

RFQ/P No. / Date: **2024-09-073 | 09 September 2024**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

**The following are the required document/s to be submitted as attachment/s to the quotation/proposal:**

*(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)*

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **Signed Terms of Reference or Technical Specifications, if applicable**
- 4 **BIR Certificate of Registration (BIR Form No. 2303)**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac\_ciap@construction.gov.ph/allenmarantalan@construction.gov.ph on or before 16 September 2024, 10:00 AM, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence is required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: \_\_\_\_\_.

Very truly yours,

*(ORIGINAL Copy Signed)*

**Allen Mar P. Antalan**

*Secretariat, Bids and Awards Committee*

**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**

*4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City*

*Telephone: (+632)8986-4507 / 0917-855-7198 | e-mail: bac\_ciap@construction.gov.ph*

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	1 unit	₱ 300,000.00	Heavy-Duty Document Scanner			
2	1 unit	₱ 300,000.00	Heavy-Duty Multi-Function Photocopying Machine			
3	1 unit	₱ 50,000.00	Touchscreen Tablet			
4	2 units	₱ 100,000.00	Heavy-Duty Paper Shredder			
<b>Total ABC</b>		<b>₱ 750,000.00</b>				
<b>Delivery and Other Instructions:</b>			Within 30 calendar days upon receipt of the Purchase Order by the Supplier. Award shall be made per item.			

*(Please provide **complete** information below)*

*We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.*

*We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.*

*Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.*

**Signature over Printed Name :** \_\_\_\_\_

**Designation/Position :** \_\_\_\_\_

**Name of Company :** \_\_\_\_\_

**Address :** \_\_\_\_\_

**Telephone / Fax :** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Company Tax Identification Number :** \_\_\_\_\_






<b>WARRANTY AND SUPPORT</b>	
	<ul style="list-style-type: none"> <li>• Two (2) years on parts and labor</li> <li>• For the duration of warranty period, the call back response (may be through email, phone or onsite support) time shall be guaranteed within one (1) hour upon notification.</li> <li>• On-site support shall be provided for the delivered items within next business day from verbal/written notification.</li> </ul>
Provision of Service Units	<ul style="list-style-type: none"> <li>• Within the warranty period, scanner that cannot be repaired within five (5) days shall be immediately replaced with a service unit of similar specifications.</li> </ul>
<b>TERMS OF TURN OVER OF EQUIPMENT</b>	
Delivery	Thirty (30) Calendar Days upon Receipt of Notice of Award


Prepared by:

  
**RAYMOND G. GARCIA**  
 Supervising TIDS, AMCD

Approved by:

  
**DELIA B. BILLEDO-PERLADA**  
 Officer-in-Charge, CIAC

Approved by (For ICT Task Force):

  
**CHARLIE A. BARINQUE**  
 ICT Task Force Member  
 Officer-in-Charge, PPCMD

**CONFORME:**

*This is to certify that the undersigned, as an authorized representative of the Supplier, confirms and complies with all the requirements and deliverables need for the*

\_\_\_\_\_  
 Name and Signature of Authorized Representative of the Service Provider

\_\_\_\_\_  
 PhilGEPS Registration Number

\_\_\_\_\_  
 Tax Identification Number

\_\_\_\_\_  
 Date



**TECHNICAL SPECIFICATIONS**

<b>MULTI-FUNCTION PHOTOCOPIER FOR OFFICIAL USE OF CIAC EMPLOYEES</b>				
<b>Qty.</b>	<b>Unit</b>	<b>Description / Specifications</b>	<b>Unit Cost</b>	<b>Total Cost / ABC (inclusive of all cost and applicable taxes)</b>
1	Unit	<p><b>MAIN UNIT</b>  <b>Type</b>            A3 Colour Laser Multifunctional</p> <p><b>Core Function</b>            Print, Copy, Scan, Store</p> <p><b>Network/WiFi Direct</b></p> <p><b>Mobile Print &amp; Scan</b></p> <p><b>Scan to Folder, Email &amp; USB</b></p> <p><b>10" Operational Panel</b></p> <p><b>Memory: Standard 3GB RAM</b>            Standard 4GB</p> <p><b>HDD Memory: Standard 320GB</b></p> <p><b>Output Speed: 26ppm (A4, letter, legal)</b>            15ppm (A3, 11x17)            Approx. 5.9/8.2 seconds</p> <p>or            less</p> <p><b>Warm Up Time: 4 seconds or less</b></p> <p><b>First Copy Out Time:</b>            5.9 seconds or less (B/W)            8.8 seconds or less (Color)</p> <p><b>Recommended Monthly Volumes:</b>            16,000 copies</p> <p><b>ARDF Capacity: Up to 100 Sheets</b>  <b>SPDF Capacity: Up to 200 Sheets</b></p> <p><b>Paper Source:</b>            Standard: (2) x 550 sheets paper cassette            + 80-sheet Stack Bypass            Optional: (2) x 550 sheets additional            cassette</p> <p><b>Copier Resolution: 1200 x 1200 dpi</b></p> <p><b>Copier up to: 600 Multiple Copies up to            999 copies</b></p>	₱300,000.00	₱300,000.00



	<p><b>Zoom from 25% to 400%: Magnification</b> 25% - 400% (1% increments)</p> <p><b>STARTER KIT:</b> Toner BK Yield: 36,000 pages Toner C Yield: 19,000 pages Toner M Yield: 19,000 pages Toner Y Yield: 19,000 pages</p> <p>With bundled Operating System</p> <p>Inclusive of One (1) year standard warranty on service and parts</p> <p>Inclusive of support services after warranty period</p> <p>Delivery Period within 15 to 30 days</p>		
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**CHARLIE A. BARINQUE**  
ICT Task Force Member  
Officer-in-Charge, PPCMD

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\_\_\_\_\_  
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### TECHNICAL SPECIFICATIONS

PROCUREMENT OF TOUCHSCREEN TABLET FOR OFFICIAL USE OF CIAP EMPLOYEES				
Qty.	Unit	Specification	Unit Cost	Total Cost / ABC (inclusive of all cost and applicable taxes)
1	Unit	TOUCHSCREEN TABLET	₱50,000.00	₱50,000.00
TECHNICAL SPECIFICATIONS				
<b>TYPE</b>	Touchscreen tablet			
<b>CAMERA</b>	At least 12MP (Front and Back)			
<b>SIZE</b>	11 to 12 inches			
<b>STORAGE</b>	64GB to 512GB			
<b>RESOLUTION</b>	1600 X 2560			
<b>BATTERY</b>	Up to 10 hours			
<b>OTHER FEATURES</b>	Wi-Fi, Bluetooth, USB-C charger			
<b>WARRANTY</b>	One-year warranty on parts			
<b>DELIVERY</b>	Fifteen (15) Calendar Days upon Receipt of Notice of Award or Purchase Order			


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\_\_\_\_\_  
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## TECHNICAL SPECIFICATIONS

PROCUREMENT OF HEAVY-DUTY SHREDDER FOR OFFICIAL USE OF CIAC EMPLOYEES				
Qty.	Unit	Specification	Unit Cost	Total Cost / ABC (inclusive of all cost and applicable taxes)
2	Unit	HEAVY-DUTY PAPER SHREDDER	₱50,000.00	₱100,000.00
TECHNICAL SPECIFICATIONS				
TYPE	Heavy-duty cross-cut paper shredder			
DOCUMENT SHREDDING CAPACITY	60 sheets of paper (80 gsm)			
POWER RATINGS	660 watts, 220V			
PAPER BIN CAPACITY	20 liters, removable			
OTHER FEATURES	<ul style="list-style-type: none"><li>• No need to remove staples or paper clips</li><li>• Auto start/stop</li><li>• Anti-jam: reverse function</li><li>• With movable wheels</li></ul>			
WARRANTY	<ul style="list-style-type: none"><li>• One-year warranty on parts</li><li>• 6 months on service</li></ul>			
PROVISION OF SERVICE UNITS	<ul style="list-style-type: none"><li>• Within the warranty period, shredder that cannot be repaired within five (5) days shall be immediately replaced with a service unit of similar specifications.</li></ul>			
DELIVERY	<ul style="list-style-type: none"><li>• Fifteen (15) Calendar Days upon Receipt of Notice of Award or Purchase Order</li></ul>			

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Date