



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

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

Purchase of Office Printers

P.R. No./Date: **24-10112 | 15 October 2024**

RFQ/P No. / Date: **2024-10-099 | 16 October 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 **Latest Income/Business Tax Return**
- 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/russellracelis@construction.gov.ph on or before 23 October 2024, 12:00 NN, 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)

Russell N. Racelis
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	13 units	₱ 325,000.00	Hghspeed Inktank Multifunction Printer with Scanner			
2	3 units	₱ 51,300.00	Print-Scan-Copy Printer (All-in-One Tank Printer)			
3	3 units	₱ 60,000.00	Lightweight, Wireless Mobile Printer			
Total ABC		₱ 436,300.00	(Please see attached Technical Specifications)			
Delivery and Other Instructions:			Within 30 calendar days upon receipt of the Purchase Order by the Supplier. Award shall be 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 : _____

TECHNICAL SPECIFICATIONS
PURCHASE OF OFFICE PRINTERS

Qty.	Unit	Description / Minimum Specification	Est. Cost / Unit	Total Cost
13	Unit	<p>Highspeed Inktank Multifunction Printer with Scanner</p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • 400 Nozzles Black, 128 Nozzles per Color • 4,800 x 1,200 DPI Printing Resolution • Print, Scan, Copy Function • 17ipm for black and 9.5ipm for colour • 37ppm for black and 23 ppm for colour • WiFi and WiFi Direct • Automatic 2-sided Printing • Replaceable Maintenance Box 	₱25,000.00	₱325,000.00
5	Unit	<p>All-in-One Ink Tank Printer</p> <p><u>Specifications:</u></p> <p>Printer Type: Print, Scan, Copy, Fax with ADF Print Method: On-demand inkjet (Piezoelectric) Printer Language: ESC/P-R, ESC/P Raster Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Color (Cyan, Magenta, Yellow) Maximum Resolution: 5760 x 1440 dpi Automatic 2-sided Printing: No</p> <p>Print Speed: Photo Default - 10 x 15 cm / 4 x 6 " *1: Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2 Draft, A4 (Black / Color): Up to 33 ppm / 15 ppm*2 ISO 24734, A4 Simplex (Black / Color): Up to 10 ipm / 5.0 ipm*2 First Page Out Time from Ready Mode (Black / Color): Approx. 10 sec / 16 sec*2 Warranty: 1 year to 2 years or 30,000 prints.</p> <p>Copy Function Maximum Copy Size: Legal Copy Resolution: 600 x 600 dpi Max Copies: 99 copies</p> <p>Scanning Scanner Type: Flatbed color image scanner Sensor Type: CIS Optical Resolution: 1200 x 2400 dpi Maximum Scan Area: 219 x 297 mm (8.5 x 11.7")</p> <p>ADF Specifications Support Paper Thickness: 64-95 g/m² Paper Capacity: 30 sheets</p>	₱17,100.00	₱51,300.00

Qty.	Unit	Description / Minimum Specification	Est. Cost / Unit	Total Cost
		Maximum Paper Size: 219.9 x 1200 mm (8.5 x 47.24") Paper Size: Legal (8.5 x 14", 8.5 x 13", Letter, A4, B5, A5, A6, Hagaki 100 x 148 mm), 16K (195 x 270 mm), Indian-Legal (215 x 345mm), B6, 5 x 7", 4 x 6", Envelopes#10, DI, C6		
3	Unit	Lightweight, Wireless Mobile Printer <u>Specifications:</u> <ul style="list-style-type: none"> • With at least 14ppm print speed • Can print paper size 8.27x14" • USB , WiFi and WiFi Direct Connection • With Built in Battery • Weight 1.6kg • With 14" Colored LCD Control Panel • Supported Windows OS, Mac OS 	₱20,000.00	₱60,000.00

Reviewed by (for ICT Task Force):

Approved by:

(Original Copy Signed)
CHARLIE A. BARINQUE
 Information Technology Officer, CIAP

(Original Copy Signed)
ATTY. HERBER D.G. MATIENZO
 Acting Executive Director, CIAP

CONFORME:

This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all the requirements and deliverables needed for the Purchase of Office Printers (RFQ No. 2024-10-099)

 Name and Signature of Authorized Representative of the Contractor

 PhilGEPS Registration Number

 Tax Identification Number

 Date