



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

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

Procurement of Office Printers for CIAP-POCB

P.R. No./Date: **24-11134 | 29 November 2024**

RFQ/P No. / Date: **2024-12-122 | 02 December 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 **BIR Certificate of Registration (BIR Form No. 2303)**
- 4 **Signed Terms of Reference or Technical Specifications, if applicable**

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 06 December 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	1 unit	₱ 20,000.00	Lightweight. Wireless Mobile Printer			
2	1 unit	₱ 72,000.00	Highspeed A3 WiFi Duplex Multi-Function Ink Tank Printer			
Total ABC		₱ 92,000.00				
Delivery and Other Instructions:			Within 15 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

PROCUREMENT OF OFFICE PRINTERS FOR CIAP-POCB

Qty.	Unit	Description / Minimum Specification	Est. Cost / Unit	Total Cost
1	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	₱20,000.00
3	Unit	Highspeed A3 Wi-Fi Duplex Multi-Function Ink Tank Printer <u>Specifications:</u> <ul style="list-style-type: none"> • Functions: Print, Copy, Scan • Print Speed: Black – As fast as First Page Out: 5.5 seco; Color – As fast as 5.5 sec • Print Technology – Printhead • Resolution 4800 x 1200 dpi • Page Yield: Black 7,500 pages; Color – 6,000 pages • Paper Trays: Front trays 250 sheets x2; Rear feed 50 sheets • 2-Sided Printing: Yes • Scanner Type: Flatbed, ADF; Flatbed – A3 • Scan Size: ADF – A3 • Duplex ADF Scanning: Yes • ADF Capacity: Standard, 50 sheets • Connectivity: USB, Ethernet, WiFi • Power Requirement: AC100-240V <u>Inclusions:</u> 5 Ink Bottle Per Color (Black, Cyan, Yellow, Magenta)	₱72,000.00	₱72,000.00

Prepared by:

(Original Copy Signed)

IRMA V. MERZA

Chief Trade-Industry Development Specialist, POCB

Reviewed by (for ICT Task Force):

Approved by:

(Original Copy Signed)

CHARLIE A. BARINQUE

Information Technology Officer, CIAP

(Original Copy Signed)

DORIS U. GACHO

Executive Director, POCB

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 Procurement of Office Printers for CIAP-POCB (RFQ No. 2024-12-122)

Name and Signature of Authorized Representative of the Contractor

PhilGEPS Registration Number

Tax Identification Number

Date