



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

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

Procurement of Various Printer and Document Scanner

P.R. No./Date: **25-09127,25-09126 | 08 September 2025**

RFQ/P No. / Date: **2025-09-106 | 12 September 2025**

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/johnvincentpeduche@construction.gov.ph on or before 19 September 2025, 05:00 PM, 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)

John Vincent B. Peduche

Secretariat, Bids and Awards Committee

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

3rd Floor, NAPOLCOM Building, No. 371 Sen. Gil J. Puyat Avenue, Makati City

Telephone: 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	Printer **See the attached Technical Specifications**			
2	2 Units	₱ 40,000.00	Portable Printer **See the attached Technical Specifications**			
3	13 Units	₱ 260,000.00	Tabletop Printer **See the attached Technical Specifications**			
4	5 Units	₱ 385,000.00	Document Scanner **See the attached Technical Specifications**			
Total ABC		₱ 705,000.00				
Delivery and Other Instructions:			<i>Within 15 Calendar days upon receipt of Purchase Order. Submit necessary brochures/documents to support the bid offer, and be used for evaluation the bid(s) vis-a-vis the requirements of the project</i>			

*(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 Various ICT Equipment for AMFD				
Qty.	Unit	Description / Minimum Specification	Est. Cost / Unit	Amount
5	Pcs	<p>Document Scanner</p> <p><u>Specifications:</u> Type: Desktop Sheet-Fed Scanner Greyscale: 200 dpi: 45ppm (Simplex) / 90 ipm (Duplex) 300 dpi: 45ppm (Simplex) / 90 ipm (Duplex) Colour: 200 dpi: 45ppm (Simplex) / 90 ipm (Duplex) 300 dpi: 45ppm (Simplex) / 60 ipm (Duplex) Scanning Element: Contact Image Sensor (CIS) Light Source: LED Scanning Side: Simplex / Duplex Scanning Modes: Black and White, Error Diffusion, Greyscale, Advance Text Enhancement, Advance Text Enhancement II, Active Threshold, Colour. Scanner Features: Folio Scanning, Double Feed Detection Ignore, 2D / Barcode Output Resolution*2: 100, 150, 200, 240, 300, 400, 600 dpi Suggested Daily Volume (SDV): 4,000 scans a day</p> <p>Media Handling Document Size Plain Paper: Width: 50.8 to 216 mm Length: 54 to 356 mm (Up to 3,000 mm long with Long Document Mode) Business Card: 50 x 85 mm or larger Card (ISO Standard): 54 x 86 mm</p> <p>Document Thickness and Weight Plain Paper Page Separation: 27 to 209 g/m² (0.04 to 0.25 mm) Non-Separation: 27 to 255 g/m² (0.04 to 0.3 mm)</p> <p>Business Card: 380 g/m² (0.45 mm) or smaller Card: 1.4 mm or smaller Auto Document Feeder (ADF) Capacity*3: 60 sheets</p> <p>Connectivity & Software Interface: USB 3.2 / 2.0 IEEE802.11b/g/n, 10Base-T/100Base-TX/1000Base-T Software: ISIS / TWAIN / WIA Drivers, CaptureOnTouch, CaptureOnTouch Job Tool</p> <p>General Power Requirements: AC 100- 240V (50 / 60 Hz) Temperature: 10 to 32.5 °C</p> <p>Dimensions (W x D x H) When Trays Are Closed: 291 x 247 x 242 mm When Trays Are Opened: 291 x 600 x 378 mm Weight (Approx.): 3.3 kg (Without AC Adapter)</p>	₱ 77,000.00	₱ 385,000.00

13	Pcs	<p>Tabletop Printers (3-in-1, basic)</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><u>Print Speed:</u> 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><u>Copy Function</u> Maximum Copy Size: Legal Copy Resolution: 600 x 600 dpi Max Copies: 99 copies</p> <p><u>Scanning</u> 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><u>ADF Specifications</u> Support Paper Thickness: 64-95 g/m2 Paper Capacity: 30 sheets</p> <p>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, DL, C6</p>	P 20,000.00	P 260,000.00
4	Pcs	<p>Laptop (preferably with Window/Office Account)</p> <p><u>Specifications:</u></p> <p>Processor: Intel Core i7-1355U (up to 5.0 GHz) or AMD Ryzen 7 5825U Display: 14-inch or 15-inch FHD (1920 x 1080), multitouch-enabled, IPS Graphics: Intel Iris Xe or AMD Radeon Graphics Memory: 16 GB DDR4-3200 MHz RAM Storage: 1 TB PCIe NVMe M.2 SSD I/O Ports: • 1 x USB 3.2 Gen 2 Type-C • 2 x USB 3.2 Gen 1 Type-A • 1 x HDMI 2.1 1 x Headphone/microphone combo • 1 x AC smart pin • 1 x microSD Media Card Reader Built-in Audio and Microphone: Included Network Interface: RJ-45 (optional) Wireless: Wi-Fi 6E and Bluetooth 5.3 Keyboard: Backlit Camera: 720p HD camera with privacy shutter</p> <p><u>Inclusions:</u></p> <ul style="list-style-type: none"> • Wireless Mouse (Battery included, preferred Rechargeable if available) • Laptop Bag (preferred Backpack if available) • 8-in-1 LAN Network/RJ45 Port/Ethernet, SD Card Reader Media Hub Adapter (if no Lan port and SD Card Reader Port Available) • 3 Meter HDMI Cord • Lifetime Microsoft Office 2021 Home and Student 	P 78,500.00	P 314,000.00
TOTAL			P 175,500.00	P 959,000.00
WARRANTY:	At least 1 year or more			
DELIVERY:	15-30 Calendar Days upon Receipt of Notice of Award or Purchase Order			

Prepared by:

Approved by:

Winnie Joy G. Manangan
WINNIE JOY G. MANANGAN
Property Custodian

Rufino H. Tividad
RUFINO H. TIVIDAD
Chief Administrative Officer

CONFORME:
Name and Signature of Authorized Representative of the Supplier
PhilGEPS Registration Number
Tax Identification Number
Date

TECHNICAL SPECIFICATIONS

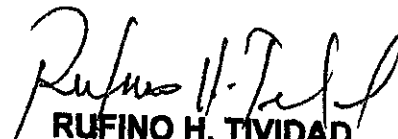
Procurement of Various ICT Equipment for AMFD				
Qty.	Unit	Description / Minimum Specification	Est. Cost / Unit	Amount
2	Pc	High Volume Document Scanner Specifications: Scanner Type: Automatic Document Feeder (ADF) Scanning Speed: Greyscale - At least 120 pages per minute / 240 image per minute Colour: At least 120 pages per minute / 240 image per minute Scanning Element: Color Image Sensor (CIS) Light source: LED Scanning Side: Simplex / Duplex Scanning Modes: Black and White, Error Diffusion, Advanced Text Enhancement, Advanced Text Enhancement II, Active Threshold, 256-level Greyscale, 24-bit Colour Scanning Features: Double-Feed Detection, Folio Scanning, 2D/Barcode Output File Formats: JPEG, PNG, PDF, Searchable PDF Paper Size for ADF: Supports: Letter, A4, Legal Capacity for ADF: 200 pages Connectivity: USB 3.1, Network LAN Power Requirement: AC100-240V (50 / 60 Hz)	P 390,000.00	P 780,000.00
1	pc	Printer Specifications: <ul style="list-style-type: none"> • <u>Print, scan, copy with ADF</u> • <u>Print Speed: Draft, A4 (Black/Color: Up to 37.0ppm – 23.0ppm)</u> • <u>Print Speeds up to 17ipm for black and 9.5ipm for color</u> • <u>Auto Duplex Printing</u> • <u>Wi-Fi and Wi-Fi Direct</u> • <u>2yrs warranty or 50,000 pages, whichever comes</u> 	P 20,000.00	P 20,000.00
2	Pcs	Portable Printer Specifications: <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 Pane 	P 20,000.00	P 40,000.00
10	Pcs	Uninterruptible Power Supply (UPS) Specifications: <ul style="list-style-type: none"> • Main Input Voltage: 230 V • Main Output Voltage: 230 V • Rated power in W: 600 W • rated power in VA: 1000 VA • Product or component type: Uninterruptible power supply (UPS) • Input Connection Type: NEMA 5-15P • output connection type: 4 universal receptacle Cable length: 1.20 m • Number of cables: 1 • Battery type: Lead-acid battery • Provided equipment: User manual • Range of product: Easy UPS On-Line • Number of battery filled slots: 0 • Number of battery free slots: 0 • Battery recharge time: 8 h 	P 7,000.00	P 70,000.00

6	Pcs	1TB Extreme Portable SSD <u>Specification:</u> <ul style="list-style-type: none"> • Capacity: 1TB. • Interface: USB 3.2 Gen 2 (10Gb/s). • Connector: USB-C. • Read Speed: Up to 1050MB/s. • Write Speed: Up to 1000MB/s. • Durability: IP65-rated for water and dust resistance, drop protection, according to Western Digital. • Encryption: 256-bit AES hardware encryption. • Dimensions: 9.8mm x 52.55mm x 100.8mm. • Weight: 52g. • Operating Temperature: 0°C to 45°C. • Non-Operating Temperature: -20°C to 85°C. • Compatibility: Windows 10+, macOS 10.13+, and compatible with a range of USB Type-C devices. In the Box: Extreme Portable SSD, USB-C to USB-C cable, USB-C to SB-A adaptor.	₱ 7,000.00	₱ 42,000.00
1	Pc	Speaker Phone <u>Specifications:</u> VoiceRadar 3.0 6 Mics for Superior Voice Pick up AI Noise Cancelling 24-Hour Talk Time USB-C Connectivity Charge your Devices Lightweight and Compact 360 degree Voice Coverage with 5m Range	₱ 10,000.00	₱ 10,000.00
2	set	Dual-Way Window Intercom <u>Specifications:</u> <ul style="list-style-type: none"> • Color: Black • Power Source: Power Adapter • Item Dimensions LxWxH: 5.51 x 3.94 x 5.31 inches • Connectivity Technology: Wireless • Installation Type: Plug In • Alert Type: Motion • Item Weight: 200 Grams • Included Components: Loudspeaker box • Item Weight: 7.1 ounces • Product Dimensions: 5.51 x 3.94 x 5.31 inches • Item model number: WI07-1 • Style: 1PC 	₱ 5,500.00	₱ 11,000.00
TOTAL			₱ 462,500.00	₱ 976,000.00
WARRANTY:	At least 1 year or more			
DELIVERY:	15-30 Calendar Days upon Receipt of Notice of Award or Purchase Order			

Prepared by:

Approved by:


WINNIE JOY G. MANANGAN
 Property Custodian


RUFINO H. TIVIDAD
 Chief Administrative Officer

CONFORME:
Name and Signature of Authorized Representative of the Supplier
PhilGEPS Registration Number
Tax Identification Number
Date