



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

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

**Supply and Delivery of Multifunction Machine and Toners for Official Use of PODCB.**

P.R. No./Date: **25-12162 | 28 November 2025**

RFQ/P No. / Date: **2025-12-141 | 03 December 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 09 December 2025, 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)

**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	₱ 450,000.00	Multifunction Machine Copy/Print/Scan  **See the attached Technical Specifications for complete details**			
2	2 pcs	₱ 15,000.00	Toner (Black)			
3	1 pc	₱ 13,500.00	Toner (Cyan)			
4	1 pc	₱ 13,500.00	Toner (Magenta)			
5	1 pc	₱ 13,500.00	Toner (Yellow)			
25						
Total ABC		<b>₱ 505,500.00</b>				
<b>Delivery and Other Instructions:</b>			Within 10 Calendar days upon receipt of Purchase Order			

(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

Multifunction Machine for PODCB				
Qty.	Unit	Specification	Unit Cost	Total Cost / ABC (inclusive of all cost and applicable taxes)
1	unit	<p><b>Multifunction Machine Copy/Print/Scan</b></p> <ul style="list-style-type: none"> <li>• 30 Copies/Prints Page per Minute Color/B&amp;W</li> <li>• Up to 70 Scans per Minute Network Print and Network Scan Ready</li> <li>• 10.1" Colour WSVGA Touch Screen Tilting Display</li> <li>• Scan Once Print Many, Electronic Sort</li> <li>• 1200 sheets Standard Paper Capacity</li> <li>• A3 Maximum Scan Original Size</li> <li>• 4 GB Memory, 128 GB Secure SSD</li> <li>• 7.8 seconds Color First Copy out Time, 5.9 seconds B&amp;W First Copy out</li> <li>• Time</li> <li>• Zoom 25 - 400% in 1% increments</li> <li>• OCR Ready (Optical Character Recognition)</li> <li>• Scan Preview with Edit feature (Rotate, change order and Delete)</li> <li>• Flash Drive printing with PDF file preview</li> <li>• Priority/Interrupt Print</li> <li>• Access Codes/Department Codes</li> </ul> <p><i>For more information, see attached detailed specifications.</i></p>	<b>₱450,000.00</b>	<b>₱450,000.00</b>
2	pcs	Toner (Black)	<b>7,500.00</b>	<b>15,000.00</b>
1	pc	Toner (Cyan)	<b>13,500.00</b>	<b>13,500.00</b>
1	pc	Toner (Magenta)	<b>13,500.00</b>	<b>13,500.00</b>
1	pc	Toner (Yellow)	<b>13,500.00</b>	<b>13,500.00</b>

Prepared by:

(Original Signed Copy)  
**ARIANE MONIQUE D. BALAOING**  
 TIDS, PDCB

Approved by:

(Original Signed Copy)  
**DORIS U. GACHO**  
 Executive Director, PODCB

Evaluated by:

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



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

