

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2024-10-758

RFQ No.: 2024-10-1077

End-user: ICTS

Date: OCT 21 2024

Name of Project:

ABC: ₱507,150.00

**PURCHASE AND DELIVERY OF TONER WITH FREE USE AND MAINTENANCE OF HEAVY-DUTY PRINTERS**

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph) on or before OCT 25 2024, 12:00 NN.

RINA CLAIRE L. REYES  
BAC Chairperson

**TERMS AND CONDITIONS:**

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component**.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier**.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - a. **Updated Mayor's / Business Permit**
  - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for**
    - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
    - o **Official Receipt or Invoice (as applicable) issued by BIR (a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications and the terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement**.
13. Upon **approval of the Purchase Order (PO)**, the Procurement Section may send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation. Failure to submit the confirmed PO within the 3-day period may cause the automatic cancellation of the PO.**
14. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR.**
15. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
16. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25123** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

Republic of the Philippines  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
 Cordillera Administrative Region  
 40 North Drive, Baguio City

**REQUEST FOR QUOTATION (RFQ)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>PURCHASE AND DELIVERY OF TONER WITH FREE USE AND MAINTENANCE OF HEAVY-DUTY PRINTERS</b>				
1	TONER CARTRIDGE: CYAN	54	PCS		
2	TONER CARTRIDGE: MAGENTA	54	PCS		
3	TONER CARTRIDGE: YELLOW	53	PCS		
	<p><b>PRINTER SPECIFICATIONS:</b>                      Willing to provide at least forty-three (43) <b>BRAND NEW</b> colored multifunction printers with additional ten (10) units to serve as <b>SPARE UNITS</b> in the event of printer malfunction:                      Function: Print, Scan, Copy                      Technology: Colour Laser Beam                      Monthly Duty Cycle: &gt; 30,000 impressions</p> <p><b>Copying</b>                      Copy Speed: &gt; 15 ppm (color/black)                      Copy Resolution: 600 x 600 dpi</p> <p><b>Printing</b>                      Print Speed: &gt; 15 ppm (color/black),                      &gt;12 ppm (color/black) 2-sided                      Print Resolution: &gt; 600 x 600 dpi</p> <p><b>Scanning</b>                      Optical Resolution: up to 600 x 600 dpi glass, 300 x 300 dpi feeder                      Scanner Type CCI Sensor                      Bit Depth: &gt; 24 bit                      Scan Speed: &gt; 26 ipm (black), &gt; 13 ipm (color)                      Pull Scan via USB and Network                      Push Scan via USB and Network                      Scan to USB yes                      Driver Compatibility TWAIN, WIA                      Send via SMB, email, or FTP                      File Format Supported: PDF, TIFF, JPEG</p> <p><b>Document and Media Handling</b>                      Document Feeder Sheet Capacity: &gt; 50 Sheets for 80gsm                      Paper Tray Sheet Capacity: &gt; 250 sheets for 80gsm</p> <p>Paper Size: at least A4, A5, Letter, Legal Sizes                      Paper Weight: 50 to 105 gsm (ADF), 60 to 200 gsm (Tray)                      PC Connectivity                      Wired Connection: Hi-Speed USB 2.0; Ethernet 10/100/1000 Base-T                      Wireless Connection: 802.11b/g/n                      Access: LDAP</p> <p><b>Other Requirements</b>                      Machine Memory at least 1 GB</p> <p><b>Power consumption</b>                      Maximum 850 watts or less                      Copy 370 watts or less                      Standby 11 watts or less                      Sleep 1 watt or less                      Power supply 220 - 240 VAC 50-60 Hz</p> <p><b>Willing to provide at least ten (10) heavy-duty monochrome printers:</b>                      Function: Print                      Technology: Colour Laser Beam                      Monthly Duty Cycle: &gt; 225,000 impressions</p> <p><b>Printing</b>                      Print Speed: &gt; 52 ppm                      Print Resolution: &gt; 1200 x 1200 dpi</p> <p><b>Document and Media Handling</b>                      Paper Tray Sheet Capacity: 500 sheets for 80gsm                      Paper Size: at least A4, A5, Letter, Legal Sizes                      Paper Weight: 50 to 200 gsm</p> <p><b>PC Connectivity</b>                      Wired Connection: Hi-Speed USB 2.0;                      Ethernet 10/100/1000 Base-T</p>				

<p><b>Other Requirements</b></p> <p>Power consumption</p> <p>Maximum 850 watts or less</p> <p>Standby 21watts or less</p> <p>Sleep 5.5 watt or less</p> <p>Power supply 220 - 240 VAC 50-60 Hz</p> <p>Colored printer units should be brand new to ensure minimal hardware issues.</p> <p>Toner yield: Colored: up to 1,400 (black) and 1,300 (colored) based on 5% coverage (ISO/IEC 24712:2006; Monochrome: up to 10,000 based on 5% coverage (ISO/IEC 24712:2006)</p> <p>Delivery, installation and set-up of all equipment and toners to the indicated sites (Field Office and extension offices, SWAD Offices and Centers) shall be completed within thirty (30) calendar days upon receipt of the Notice to Proceed. See Annexes A and C.</p> <p>Repair, spare parts replacement, maintenance and other consumables of the machines caused by normal wear and tear shall be the responsibility of the service provider throughout the duration of the contract</p> <p>On-site technical support for the main, extension and center offices (Including SWAD Benguet) should be within 24 hours and within 4 days at SWAD Offices (Abra, Apayao, Ifugao, Kalinga, Mountain Province)</p> <p>Training on machine management and administration including basic troubleshooting should be facilitated by the service provider to all staff of the installation sites. See Annex A.</p> <p>Empty toner cartridges for disposal will be pulled out by the supplier on next toner delivery or if possible can be pulled out by the visiting technician during maintenance.</p> <p>Printer units that reached the maximum duty/volume-cycle shall be replaced immediately with a new unit.</p> <p>Printers with recurring repair issues in a month shall be replaced with a new printer in good running condition.</p> <p>Contract shall be until December 31, 2024 or until full utilization of the delivered toners. In case the toners are still available, the contract shall be automatically until the full consumption of toners.</p> <p>If there is a need to balance the inventory of toners, the supplier should allow replacement of toners from one color to another.</p> <p>Defective toners should be replaced free of charge. Defective toners are toners that are found and inspected to be defective right after installation to the printer. Defective toners should be returned to the box and marked "Defective for replacement" to be returned to Supplies Section and coordinated to the supplier for replacement on next delivery.</p> <p>Supplier should be able to comply with environmental compliances on hazardous materials. Proof of the following certificates should be presented with the Bid Documents and verified during post qualification:  DENR Certificate of Compliance to PD1586 (The Philippine Environmental Impact Statement System), RA 6969 (Toxic Substances and Hazardous Wastes Act), RA 8749 (Clean Air Act), RA 9003 (Ecological Solid Waste Management Act), RA 9275 (Clean Water Act)</p> <p>DENR Hazardous Waste Treatment, Storage, and Disposal (TSD) Facility Registration Certificate  DENR Hazardous Waste Transport Registration Certificate  DENR Permit to Operate in Pollution Source and Control Installations  DENR Hazardous Waste Generator Registration Certificate  DENR Environmental Compliance Certificate</p>				
<b>TOTAL PRICE</b>				

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	Delivery of toners within 30 calendar days upon receipt of Purchase Order. Delivery place at DSWD FO CAR, #40 NORTH Drive, Baguio City. If the last day of delivery falls on Saturday/Sunday/Holiday, the delivery of goods can be moved to the next working day.	[ ]	[ ]	
	Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]	
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>				
<ul style="list-style-type: none"> <li>• Award shall be made per:                      Item Basis                      x Lot Basis</li> </ul>				

Note: **NO GIFT ALLOWED**. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

**Name of Firm/Dealer/Contractor:** \_\_\_\_\_

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

**Owner's/Proprietor/President's Name and Signature:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

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

**For Authorized Representative, kindly indicate the following:** \_\_\_\_\_

**Name and Signature:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Canvasser