



REQUEST FOR QUOTATION  
Negotiated Procurement-Small Value Procurement

**Purchase of Office Supplies and Equipment**  
**RFQ NO. NP-SVP-2021-18**

The Bureau of Quarantine (BOQ), hereinafter referred to as “the Purchaser”, requires the **Purchase of Office Supplies and Equipment**. The details of the project are as follows:

Name of Project:	<b><u>Purchase of Office Supplies and Equipment</u></b>
Location:	<b><u>Bureau of Quarantine, 25<sup>th</sup> and A.C Delgado Sts., Port Area Manila</u></b>
Description:	<b><u>Please use the attached RFQ, Tech Specs. Schedule of Requirements and Price Schedule</u></b>
ABC:	<b><u>Four Hundred Forty-Seven Thousand Eight Hundred Seventy and 24/100 Pesos Only (Php 447,870.24)</u></b>
Delivery period:	<b><u>Please see attached schedule of requirements</u></b>

1. Bidding procedures will be conducted in accordance with the Revised Implementing Rules and Regulations of Republic Act 9184 (R.A. 9184).
2. Quotations must be delivered at the Procurement Section, 2<sup>/F</sup>. Bureau of Quarantine, 25<sup>th</sup> St., Port Area, Manila on or before 10:00AM **May 21, 2021**
3. Opening of quotation shall be on 10:00AM **May 21, 2021** at P.E Conference Room, 25<sup>th</sup> A.C Delgado St., Port Area Manila
4. All quotations must be typed or written in indelible ink and must be placed in sealed envelope using the attached Price Schedule and Technical Specifications. Please include the following eligibility documents in the envelope:  
**Mayor's/Business Permit**  
**PhilGEPS Registration Number**  
**Omnibus Sworn Statement**
5. Bids shall be valid for **ninety (90) calendar** days from the Opening of Bids.
6. DELIVERY SITE: **Bureau of Quarantine, 25<sup>th</sup> and A.C Delgado St., Port Area Manila**
7. The BOQ reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders and to waive any minor defects or infirmities therein and to accept such quotation as may be considered advantageous to the government.
8. Bidders are entitled to one (1) bid only, otherwise, all bids made shall automatically be rejected.

**CARLOS DELA REYNA JR, MD, MDM**  
Chairperson, Bids and Awards Committee  
Bureau of Quarantine, 25<sup>th</sup> St., Port Area, Manila  
5318-7500 loc 117

**TECHNICAL SPECIFICATIONS**  
**Purchase of Office Supplies and Equipment**  
**RFQ NO. NP-SVP-2021-18**

Item	Purchaser's Specifications	Supplier's Specifications
1	<p>Wide Format Printer w/ 6 Color Ultra HD Inks</p> <p>Technology</p> <ul style="list-style-type: none"> <li>• Printing Method: Utilizes Piezo crystal when electrical signal are sent</li> <li>• Nozzle configuration: 90 nozzles black, 90 nozzles per color</li> <li>• Minimum droplet size: 1.5 pl, with variable-sized droplet technology</li> <li>• Ink technology: dye ink</li> <li>• Printing resolution: 5,760 x 1,440 DPI</li> </ul> <p>Print</p> <ul style="list-style-type: none"> <li>• Printing speed: 2.6 pages/min monochrome, 2.6 pages/min colour</li> <li>• Printing speed: 15 pages/min monochrome (plain paper 75 g/m<sup>2</sup>), 15 pages/min colour (plain paper 75 g/m<sup>2</sup>), 45 seconds per 10 x 15 cm photo (Epson Premium Glossy Photo Paper)</li> <li>• Colours: Black, Cyan, Light Cyan, Yellow, Magenta, Light Magenta</li> <li>• Number of Paper Trays: 1</li> <li>• Paper Formats: A3+, A3 (29.7x42.0 cm), A4 (21.0x29.7 cm), A5 (14.8x21.0 cm), A6 (10.5x14.8 cm), B5 (17.6x25.7 cm), C4 (Envelope), DL (Envelope) Letter, 10x15 cm, 13 x18 cm, 16:9, Legal</li> <li>• Duplex: Manual</li> <li>• Output Tray Capacity: 50 sheets</li> <li>• Multifunction: 100 sheets standard, 30 photo sheets</li> <li>• Media handling: Manual duplex</li> </ul>	
2	<p>Multi-function Printer</p> <ul style="list-style-type: none"> <li>• Scan, copy and print function</li> <li>• Integrated refillable ink tank system (not converted)</li> <li>• 4 ink tank-black, cyan, yellow, magenta</li> <li>• Paper size: A4, A5, B5, Letter, Legal, 4x6", 5x7", 8x10", Envelopes</li> </ul>	

	<p>(DL, COM10), Square (5x5"), Business Card, Custom size (width 55-215.9mm, length 89-676mm)</p> <ul style="list-style-type: none"> <li>• Paper weight: plain paper 64-105gsm;</li> <li>• specialty paper: max 275gsm, photo paper</li> <li>• scanner: flatbed</li> <li>• optical resolution: 600x1200dpi</li> <li>• copier: A4/Letter</li> <li>• image quality: Plain paper-fast, standard</li> <li>• general specs: interface: USB 2.0</li> <li>• Power: standard voltage (220V)</li> <li>• Frequency: 60Hz</li> <li>• System Requirements: Windows 10 and MAC OS Compatible</li> </ul>	
3	<p>Heavy Duty Multi-Function Printer</p> <ul style="list-style-type: none"> <li>• Scan copy and print function</li> <li>• Integrated refillable ink tank system (not converted)</li> <li>• 4 ink tank-black, cyan, yellow, magenta</li> <li>• Paper size: A4, A5, B5, Letter, Legal, 4x6", 5x7", 8x10", Envelopes (DL, COM10), Square (5x5"), Business Card, Custom size (width 55-215.9mm, length 89-676mm)</li> <li>• Paper weight: plain paper: 64-105 g/m2, specialty paper: max paper weight: approx.. 275 g/m2 photo paper plus glossy II (PP-201)</li> <li>• Scanner: flatbed CIS (Contact Image Sensor)</li> <li>• Optical Resolution: 600x1200 dpi</li> <li>• Copier: A4 / Letter (216 x 297 mm)</li> <li>• Image quality: plain paper: fast, standard</li> <li>• General specs:</li> </ul> <p>Interface: USB 2.0  Power: standard voltage (220V)  Frequency: 60Hz  System requirements:  Windows 10 and MAC OS Compatible</p>	
4	<p>Uninterruptible Power Supply (UPS)</p> <ul style="list-style-type: none"> <li>• Built-in super-fast charger, battery can be recharged to 90% of its capacity within 2-4 hours</li> <li>• Automatically regulating and smoothing the power supply from voltage fluctuations to better prevent under-voltage brownouts and over-voltage power surges</li> <li>• Able to support a wide range of equipment</li> </ul>	

	<ul style="list-style-type: none"> <li>• Wide input voltage</li> </ul>	
5	HDMI Cable <ul style="list-style-type: none"> <li>• Male to Male, 7.5 Meters</li> <li>• High speed HDMI Cable for LCD DVD HDTV</li> <li>• Supports 480i, 480p, 720p, 1080i, 1080p resolution</li> </ul>	
6	Ink for Epson L3100 #003 <ul style="list-style-type: none"> <li>• Cyan</li> <li>• Magenta</li> <li>• Yellow</li> <li>• Black</li> </ul> Genuine	
7	Continuous Form 3ply <ul style="list-style-type: none"> <li>• Size: 11 x 9 ½</li> <li>• Carbonless, all white pages</li> </ul>	

---

Name of Company

---

Address

---

Signature Over Printed Name

---

Telephone/Fax Number

---

Email Add:

**PRICE SCHEDULE**  
**Purchase of Office Supplies and Equipment**  
**RFQ NO. NP-SVP-2021-18**

Item No	Item Description	Qty	Unit	ABC	Unit Price	Amount
1	Wide Format Printer w/ 6 Color Ultra HD Inks	1	Unit	34,500.00		
2	Multi-function Printer	9	Unit	83,916.00		
3	Heavy Duty Multi-Function Printer	25	Pc	233,100.00		
4	Uninterruptible Power Supply (UPS)	8	Unit	22,400.00		
5	HDMI Cable	1	Unit	840.00		
6	Ink for Epson L3100 #003	21	Set	29,514.24		
7	Continuous Form 3ply	40	Box	43,600.00		
<b>Total Amount</b>						

- All prices offered (unit price and total bid price) must be typed or written in indelible ink

After having carefully read and accepted your conditions, I/We quote you on the item/s at prices noted above.

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Address

\_\_\_\_\_

\_\_\_\_\_

---

Signature Over Printed Name

---

---

Telephone/Fax Number

---

---

Email Add:

---

### SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item	Description	Qty	Delivery Site	Delivered, Weeks/Months
1	Wide Format Printer w/ 6 Color Ultra HD Inks	1 unit	Bureau of Quarantine, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	7 Calendar Days after issuance of NTP
2	Multi-function Printer	9 unit	Bureau of Quarantine, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	7 Calendar Days after issuance of NTP
3	Heavy Duty Multi- Function Printer	25 pc	Bureau of Quarantine, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	15 Calendar Days after issuance of NTP
4	Uninterruptible Power Supply (UPS)	8 unit	Bureau of Quarantine, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	7 Calendar Days after issuance of NTP
5	HDMI Cable	1 unit	Bureau of Quarantine, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	7 Calendar Days after issuance of NTP
6	Ink for Epson L3100 #003	21 set	Bureau of Quarantine, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	15 Calendar Days after issuance of NTP
7	Continuous Form 3ply	40 box	Bureau of Quarantine, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	7 Calendar Days after issuance of NTP

---

Name of Company

---

Address

---

Signature Over Printed Name

---

Telephone/Fax Number