



Republic of the Philippines  
Department of Health  
**BUREAU OF QUARANTINE**  
Port Area, Manila



**REQUEST FOR QUOTATION**

Negotiated Procurement - Small Value Procurement

**Purchase of Printer, Inks and Toners**

**RFQ NO. NP-SVP-2022-03**

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

Name of Project:	<b>Purchase of Printer, Inks and Toners</b>
Location:	<b>BOQ, Port Area, Manila</b>
Description:	<b>Please use the attached RFQ, Tech Specs., Price Schedule and Schedule of Requirements</b>
ABC:	<b>One Hundred Ninety-One Thousand Nine Hundred Thirty Pesos Only (Php 191,930.00)</b>
Delivery period:	<b>See attached Schedule of Requirements</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>nd</sup> Floor, Bureau of Quarantine, 25<sup>th</sup> St., Port Area, Manila on or before 10:00am **March 04, 2022**
3. Opening of quotation shall be on 10:00am **March 04, 2022** 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**  
**Phil GEPS Registration Number**  
**Omnibus Sworn Statement (OSS)**
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.

**IRELYN S. ANGEL, CPA, MBA**

Chairperson, Bids and Awards Committee  
Bureau of Quarantine, 25<sup>th</sup> St., Port Area, Manila  
5318-7500 loc. 117

**TECHNICAL SPECIFICATIONS**  
**Purchase of Printer, Inks and Toners**  
**RFQ NO. NP-SVP-2022-03**

Item	Purchaser's Specifications	Supplier's Specifications
1	<p><b>Printer (A3 &amp; Colored)</b></p> <ul style="list-style-type: none"> <li>• Functions: Print, Scan, Copy, Fax</li> <li>• Connectivity: Wi-Fi or Wi-Fi Direct (Wireless LAN), Ethernet (LAN), USB</li> <li>• Print and Scan up to A3</li> <li>• Automatic Duplex Printing</li> <li>• Colored: Copy, Scan, Print</li> <li>• Printer Type: Inkjet Printer</li> <li>• Up to 250 sheets of 80 g/m<sup>2</sup> plain paper</li> </ul>	
2	<p><b>(Epson 003 Original Ink Bottle)</b></p> <ul style="list-style-type: none"> <li>• Cyan - 23 pcs</li> <li>• Magenta - 23 pcs</li> <li>• Yellow - 23 pcs</li> <li>• Black - 31 pcs</li> </ul> <p><i>Note: Bidder must submit Certificate of Authenticity</i></p>	
3	<p><b>(Canon GI – 790 Genuine Ink Bottle)</b></p> <ul style="list-style-type: none"> <li>• Cyan - 47 pcs</li> <li>• Magenta – 47 pcs</li> <li>• Yellow – 47 pcs</li> <li>• Black – 58 pcs</li> </ul> <p><i>Note: Bidder must submit Certificate of Authenticity</i></p>	
3	<p><b>Toner Cartridge DocuCentre S2520 (Original Brand)</b>  <b>Fuji Xerox</b></p> <p><i>Note: Bidder must submit Certificate of Authenticity</i></p>	

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Telephone/Fax Number

\_\_\_\_\_  
Email:

**PRICE SCHEDULE**  
**Purchase of Printer, Inks and Toners**  
**RFQ NO. NP-SVP-2022-03**

Item No	Item Description	Qty.	Unit	ABC	Unit Price	Amount
1	<b>Printer (A3 &amp; Colored)</b>	2	pc	29,800.00		
2	<b>(Epson 003 Original Ink Bottle)</b> <ul style="list-style-type: none"> <li>• Cyan - 23 pcs</li> <li>• Magenta - 23 pcs</li> <li>• Yellow - 23 pcs</li> <li>• Black - 31 pcs</li> </ul>	1	Lot	30,744.00		
3	<b>(Canon GI – 790 Genuine Ink Bottle)</b> <ul style="list-style-type: none"> <li>• Cyan - 47 pcs</li> <li>• Magenta – 47 pcs</li> <li>• Yellow – 47 pcs</li> <li>• Black – 58 pcs</li> </ul>	1	Lot	78,886.00		
3	<b>Toner Cartridge DocuCentre S2520 (Original Brand) Fuji Xerox</b>	10	pcs	52,500.00		

- 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:

## 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	<b>Printer (A3 &amp; Colored)</b>	2 pc	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Delivery within 7 calendar days upon receipt of NTP
2	<b>Printer Inks (Epson 003 Original Ink Bottle)</b>  <ul style="list-style-type: none"> <li>• Cyan - 23 pcs</li> <li>• Magenta - 23 pcs</li> <li>• Yellow - 23 pcs</li> <li>• Black - 31 pcs</li> </ul>	1 lot	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Please see attached delivery schedule.
3	<b>(Canon GI – 790 Genuine Ink Bottle)</b>  <ul style="list-style-type: none"> <li>• Cyan - 47 pcs</li> <li>• Magenta – 47 pcs</li> <li>• Yellow – 47 pcs</li> <li>• Black – 58 pcs</li> </ul>	1 lot	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	Please see attached delivery schedule
3	<b>Toner Cartridge DocuCentre S2520 (Original Brand) Fuji Xerox</b>	1 lot	BOQ Manila, 25 <sup>th</sup> and A.C Delgado Sts., Port Area Manila	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Delivery – 5pcs within 7 days from the date of issuance of NTP</li> <li>• 2<sup>nd</sup> Delivery – 5pcs 60 calendar days after the 1<sup>st</sup> delivery.</li> </ul>

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Telephone/Fax Number

\_\_\_\_\_  
Email:

Delivery Schedule for the following items/lot:

1. (Epson 003 Original Ink Bottle)
2. (Canon GI – 790 Genuine Ink Bottle)

<b>DELIVERY SCHEDULE</b>		
	30 DAYS AFTER ISSUANCE OF NTP	3-Oct-22
<b>EPSON #003</b>		
COLORED (CYAN, MAGENTA, YELLOW)	12	11
BLACK	16	15
<b>CANON GI-790</b>		
COLORED (CYAN, MAGENTA, YELLOW)	24	23
BLACK	29	29

Prepared by:



**Lerissa Felix**

Program Coordinator

Approved by:

  
Alexander C

**Dr. Alexander M. Oba, MD, MPH**

Program Owner