



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



**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_

RFQ No.: NP-SVP-2023-04

Agency Name:<sup>1</sup> \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

The Bureau of Quarantine (BOQ), through its Bids and Awards Committee (BAC), intends to procure the **Printers, Inks and Customized Self-Inking Stamps** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on May 08, 2023, 10:00 AM** at the Procurement Section, 2<sup>nd</sup> Floor, Bureau of Quarantine, 25<sup>th</sup> A.C. Delgado Streets, Port Area Manila.

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
Mayor's or Business Permit	In case not yet available, you may submit your recently expired Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your updated and valid Mayor's or Business Permit shall be required to be submitted <b>during post-qualification</b> .
Original Notarized Omnibus Sworn Statement	Use GPPB Prescribed Form

For any clarification, you may contact the BAC Secretariat at telephone no. 5318-7500 loc. 117 or email address at [boqbac@gmail.com](mailto:boqbac@gmail.com).

**DR. ROBERTO M. SALVADOR JR.**

BAC Chairperson

1

In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

### INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.  
  
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.  
  
In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All mandatory technical specifications/requirements (with asterisk) must be checked and complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) The Prospective supplier/service provider or their Authorized Representative should sign each and every page of the Terms of Reference. Failure to do so should be a cause for rejection of their bid.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted.

### TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BOQ shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the BOQ. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods

not delivered within the prescribed delivery period shall be imposed per day of delay. The BOQ may terminate 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.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Continuous Ink Printer</b>			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
<p>Function: Print*</p> <p>Printer Type: Single Function Color Ink Printer*</p> <p>Speed PPM black 8.8ipm (A4) *</p> <p>Speed PPM color 5.0ipm (A4) *</p> <p>Printer Resolution 4800 x 1200dpi (Max) *</p> <p>Printer Paper Size A4, A5, B5, Letter, Legal, 4x6", 5x7", 8x10", Envelopes (DL, COM10), Square (5 x 5"), Business Card*</p> <p>Paper Type: Plain Paper, High Resolution Paper, Photo Paper Plus Glossy II, Photo Paper Plus Semi-Gloss, Matte Photo Paper, Envelope, Glossy Photo Paper, Photo Sticker*</p> <p>Input Tray: at least 100 Sheets*</p> <p>Output Tray: at least 50 Sheets*</p> <p>Interface (Built-in) USB*</p> <p>OS Compatibility: Windows 7, 8.1, 10*</p> <p>Dimensions 445 x 135 x 330mm*</p> <p>Consumable Ink Bottles: (Black, Cyan, Magenta, Yellow) *</p> <p>Weight 4.8kgs*</p> <p>Other Printable Width Bordered: Up to 203.2mm (8 inch), Printable Width Borderless: Up to 216mm (8.5 inch), Ink End Sensor: Dot count, Print Head Alignment: Manual*</p> <p>Warranty 1 year*</p> <p>Refillable INK Tank (not converted) *</p> <p>Deliver Date: 30 days after issuance of NTP*</p> <p>Delivery Site: Bureau of Quarantine Main Office, 25<sup>th</sup> &amp; AC Delgado Sts. Port Area, Manila*</p>			

### All-in-one Printer

TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
With Print, scan, copy, and fax function* With USB 2.0 High-speed Interface* Paper Output tray compatible with A4, Letter, and Legal Size* Flatbed Scanner* With Integrated ink tank system (black, cyan, magenta, yellow ink) * Supports borderless printing (up to A4 size) * With at least 2 years' warranty* With Certification of Authenticity* Delivery Date: 15 days after issuance of NTP* Delivery Site: Bureau of Quarantine Main Office, 25 <sup>th</sup> & AC Delgado Sts. Port Area, Manila*			

### Ink for All-in-one Printer

TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
Black Ink (10pcs) * Cyan, Magenta, and Yellow (10pcs each) * High Page-yield* Spill-resistant bottle design* With Certificate of Authenticity* Delivery Date: 15 days after issuance of NTP* Delivery Site: Bureau of Quarantine Main Office, 25 <sup>th</sup> & AC Delgado Sts. Port Area, Manila*			

### Printer Inks and Cartridge for Canon Printer

TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
#790 ink for Canon printer, Original* Cyan (62pcs) * Magenta (62pcs) * Yellow (62pcs) * Black (62pcs) *			

<p><b>Cartridge for Canon Pixma Ip110 printer, Original*</b></p> <p>#35 Black (16pcs) *</p> <p>#36 Colored (8pcs) *</p> <p>Bidder is required to submit Certificate of Authenticity*</p> <p>Delivery Date: 15 days after issuance of NTP*</p> <p>Delivery Site: Bureau of Quarantine Main Office, 25<sup>th</sup> &amp; AC Delgado Sts. Port Area, Manila*</p>			
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<b>Customize Self-inking Stamps</b>			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
<p><b>Ship Sanitation Control Certificate Stamp*</b></p> <p>With Built-in ink pad*</p> <p>Create up to 5,000 – 10,000 impressions before re-inking*</p> <p>Size: 5.7cm x 3.7cm*</p> <p>Font Color: Red*</p> <p>Font Size: See Attached Sample*</p> <p>Font Size for name of port and other text: 0.2cm*</p> <p>Font Size for SEE ATTACHMENT: 0.5cm*</p> <p>Font: Arial*</p> <p>No. of line of text: 10 (see attached sample) *</p> <p>Name of Port varies (see attached name of ports) *</p> <p>SEE ATTACHED SAMPLE*</p> <p><b>BOQ Logo</b></p> <p>With Built-in ink pad*</p> <p>Create up to 5,000 – 10,000 impressions before re-inking*</p> <p>Size: diameter 3.5cm*</p> <p>Font/Logo Color: Black*</p> <p>Font Size for name of port: 0.2cm*</p> <p>Font for Bureau of Quarantine, Department of health: Times New Roman*</p> <p>Font for name of port: Arial*</p>			

<p>Name of Port varies (see attached name of ports) *</p> <p>SEE ATTACHED SAMPLE*</p> <p><b>Admission Authorize Stamp*</b></p> <p>With Built-in ink pad*</p> <p>Create up to 5,000 – 10,000 impressions before re-inking*</p> <p>Size: diameter 3.5cm*</p> <p>Font/Logo Color: Black*</p> <p>Font Size for name of port: 0.2cm*</p> <p>Font for name of port: Arial*</p> <p>Name of Port varies*</p> <p>SEE ATTACHED SAMPLE*</p> <p>Delivery Date: 15 days after issuance of NTP*</p> <p>Delivery Site: Bureau of Quarantine Main Office, 25<sup>th</sup> &amp; AC Delgado Sts. Port Area, Manila*</p>			
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**FINANCIAL OFFER:**

**Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Branch: \_\_\_\_\_

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Continuous Ink Printer		
Approved Budget for the Contract: Seventy-One Thousand Five Hundred Pesos Only (PhP 71,500.00)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)
11 Unit		In Words: _____ _____ _____ In Figures: _____

All-in-one Printer		
Approved Budget for the Contract: Thirty Thousand Pesos Only (PhP 30,000.00)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)
2 unit		<p><b>In Words:</b></p> <hr/> <hr/> <hr/> <p><b>In Figures:</b></p>

Ink for All-in-one Printer		
Approved Budget for the Contract: Sixteen Thousand Five Hundred Pesos Only (PhP 16,500.00)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)
Lot		<p><b>In Words:</b></p> <hr/> <hr/> <hr/> <p><b>In Figures:</b></p>



Printer Inks and Cartridge for Canon Printer		
Approved Budget for the Contract: One Hundred Thirty-Five Thousand Eight Hundred Eighty Pesos Only (PhP 135,880.00)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)
Lot		In Words: _____ _____ _____  In Figures:

Customize Self-inking Stamps		
Approved Budget for the Contract: Seventy-Two Thousand Five Hundred Pesos Only (PhP 72,500.00)		
Quantity (A)	Offered Price per Unit (B)	TOTAL OFFERED QUOTATION (A x B)
Lot		In Words: _____ _____ _____  In Figures:

\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_

Position/Designation

\_\_\_\_\_

Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_

Email address/ess

**SEE ATTACHMENT**

A document has been attached to this certificate by the competent authority in the Port of Manila

This attachment consists of \_\_\_\_\_ pages

Date and signature: \_\_\_\_\_

0.5 cm  
 0.2 cm  
 0.2 cm  
 0.2 cm  
 0.2 cm

Name of Port

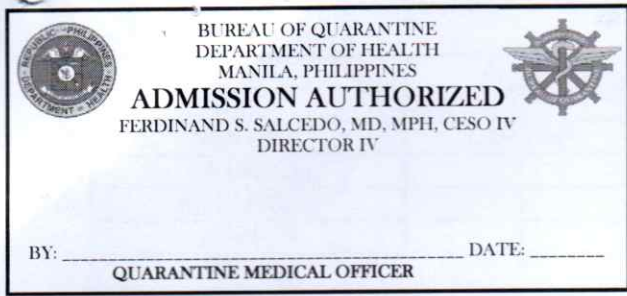
1. Port of Manila - 1 pc
2. Port of Batangas Luzon - 1 pc
3. Port of Cebu - 1 pc
4. Port of Iloilo Panay - 1 pc
5. Port of Zamboanga - 1 pc



MANILA PHILIPPINES 0.2 cm  
 0.2 cm

Name of Port

1. San Fernando  
Philippines
2. Manila  
Philippines
3. Batangas  
Philippines
4. Cebu  
Philippines
5. Iloilo  
Philippines
6. Davao  
Philippines
7. Cagayan De Oro  
Philippines
8. Zamboanga  
Philippines
9. General Santos  
Philippines



12 lines

Font - Libre Baskerville

Font Size -

Size 7: BUREAU OF QUARANTINE  
 DEPARTMENT OF HEALTH  
 MANILA, PHILIPPINES\*  
 FERDINAND S. SALCEDO, MD, MPH, CESO IV  
 DIRECTOR IV  
 BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Size 7, Bold: QUARANTINE MEDICAL OFFICER

DOH Logo Size: 0.54" x 0.54" or 1.2cm x 1.2cm

BOQ Logo Size: 0.65" x 0.65" or 1.5cm x 1.3cm

All **BLACK** ink

\*Will vary on BOQ Station

	<b>BOQ STATION</b>	<b>ALLOCATION</b>
1	MANILA, PHILIPPINES	BOQ Head Office
2	MANILA, PHILIPPINES	BOQ Terminal 1
3	MANILA, PHILIPPINES	BOQ Terminal 2
4	MANILA, PHILIPPINES	BOQ Terminal 3
5	BACOLOD, PHILIPPINES	BOQ Bacolod
6	CEBU, PHILIPPINES	BOQ
7	CLARK, PHILIPPINES	BOQ
8	DAVAO, PHILIPPINES	BOQ
9	ILOILO, PHILIPPINES	BOQ
10	LAOAG, PHILIPPINES	BOQ
11	PALAWAN, PHILIPPINES	BOQ
12	ZAMBOANGA, PHILIPPINES	BOQ
13	KALIBO	BOQ
14		BOQ
15		