



Office of the President of the Philippines  
**OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS**

**REQUEST FOR QUOTATION**

10 November 2021

The Office of the Presidential Adviser on the Peace Process (OPAPP) through the General Appropriations Act of FY 2020 intends to apply the sum of Two Hundred Sixteen Thousand Pesos (Php216,000.00) being the Approved Budget for the Contract (ABC) to be paid for Shopping, as defined under Section 52.1b of the IRR of RA 9184 for the Procurement of 18 Units Printer for Finance Department (6F Agustin 1 Bldg., F. Ortigas Jr. Road, Ortigas Center, Pasig City) listed below:

Lot	Goods	Quantity	Specific Technical Requirements
	Printer	18 Unit	See Annex "A"

The OPAPP now invites contractors/suppliers to submit price quotations for the above items.

The Contract will be awarded **per lot** to the **lowest quotation** and **responsive** to the specifications and requirements.

For further inquiries, please coordinate with the BAC Secretariat at telephone number (02) 8636 0706 local 871 or at [bac.secretariat@peace.gov.ph](mailto:bac.secretariat@peace.gov.ph).

Sincerely,

**MARIA JOSELA O. CLEMENTE**  
AO III, Finance Department

Noted by:

**MA. CORAZON B. ALMARIO**  
Director III, Finance Department

## **TERMS AND CONDITIONS**

- a) The ABC is inclusive of applicable taxes, fees, and/or levies payable.
- b) The contract shall be awarded to the lowest and responsive bid. Bid amount exceeding the ABC shall be automatically disqualified.
- c) The price quotation must be valid for sixty (60) calendar days from the date of submission of bids.
- d) Bidder shall submit its quotation and the following documents with all its pages on or before 18 November 2021 10:00AM on the place specified below:

- 1. Mayor's/Business Permit
- 2. PhilGEPS Registration Number

None submission of any or all the document will be declared ineligible to bid and hence, the bid shall be disqualified.

The above documents shall be submitted in a sealed envelope with the name of the sender, complete mailing address, email address, and telephone or mobile number. Without such details, the bid shall not be accepted.

Submit your bidding documents at:

*BAC Secretariat Office  
3<sup>rd</sup> Floor, Agustin I Building  
F. Ortigas Jr. Road  
Ortigas Center  
Pasig City*

- e) Late bids will not be accepted. If you intend to send your bids through a courier, please ensure that we shall receive it before the deadline submission of bids.
- f) OPAPP shall conduct evaluation/inspection of goods to be supplied to OPAPP before an award shall be issued.
- g) Subcontracting is not allowed.
- h) Delivery shall be completed within twenty (20) calendar days from receipt of Job/Purchase Order.
- i) Place of Delivery

*OPAPP*  
6F Agustin 1 Bldg., F. Ortigas Jr. Road, Ortigas Center, Pasig City

- j) Payment shall be made to the supplier or distributor within thirty (30) calendar days from complete delivery and submission of pertinent documents for payment as required under existing laws.
- k) Replacement of defective item/s shall be made within seven (7) days from receipt of the supplier or distributor of the formal written notice.
- l) OPAPP reserves the right to reject any and all quotations or bids, declare a failure of bidding or not award the contract in accordance with Section 41 of the IRR of RA 9184.

## QUOTATION FORM

OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS

Agustin I Building

F. Ortigas Jr. Road

Ortigas Center, Pasig City

Dear **Sir/Ma'am**:

After having carefully read and accepted your terms and conditions, we are pleased to quote you for the following items:

Lot	Technical Requirements	Quantity	Unit Cost	Total Cost
	<p><b>Print</b> Printing Method Monochrome Laser Beam Printing Print Speed A4: Up to 18ppm Letter: Up to 19ppm Print Resolution 600 x 600dpi Print Quality with Image Refinement Quality 2400 (equivalent) x 600dpi Warm-Up Time (From Power On) 10secs. or less First Printout Time (FPOT)Approx. 7.8secs. Recovery Time (From Sleep Mode) Approx. 1sec.</p> <p><b>Paper Handling</b> Paper Input (Standard) 150 sheets (based on 80g/m2) Paper Output 100 sheets (face down) (based on 80g/m2) Paper Size A4, B5, A5, Legal*1, Letter, Executive, 16K, Envelope COM10, Envelope Monarch, Envelope C5, Envelope DL Custom: Width 76.2 to 216 x Length 188 x 356mm Paper Weight 60 to 163g/m2 Paper Type</p>	18 Unit		

<p>Plain paper, Heavy Paper, Transparency, Label, Envelope.</p> <p><b>Connectivity and Software</b>  Compatible Operating Systems*2  Windows 8.1 (32 / 64-bit), Windows 7 (32 / 64-bit), Windows Server 2012 (32 / 64-bit), Windows Server 2012 R2 (64-bit), Windows Server 2008 (32 / 64-bit), Windows Server 2008 R2 (64-bit), Mac OS 10.7.x - 10.9*3, Linux*3, Citrix</p> <p><b>General Specification</b>  Operation Panel  3 LED indicators, 3 Operation Key  Device Memory 32MB  Dimensions (W x D x H) 364 x 249 x 199mm  Weight  Approx. 5.0kg (Without Cartridge)  Noise Level*4  During Operation:  Sound Power Level: 6.53B or less   Sound Pressure Level: 49.3dB  During Standby:  Sound Power Level: Inaudible*5  Sound Pressure Level: Inaudible*5  Maximum Power Consumption 870W  Average Power Consumption  During Operation:  Approx. 330W  During Standby:  Approx. 1.8W (USB connection)  During Sleep:  Approx. 0.8W (USB connection)  Energy Star TEC  (Typical Electricity Consumption)  0.47kWh/week  Operating Environment  Temperature: 10 ~ 30°C  Humidity: 20 to 80% RH (no condensation)  Power Requirement  220 - 240V (±10%), 50 / 60Hz (±2Hz)</p>			
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	<b>Toner Cartridge*6</b> <b>1,600 pages</b> <b>(Bundled Cartridge: 700</b> <b>pages plus 1 additional</b> <b>cartridge: 1600 pages yield)</b> Monthly Duty Cycle*7 Up to 5,000 pages Recommended Monthly Print Volume 200 - 800 pages			
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Prices in the above offer are certified true and correct.

Sincerely,

\_\_\_\_\_  
 (Signature over Printed Name of the Authorized Representative)

Company Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

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



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Dear **Sir/Ma'am**:

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	<b>Warranty</b> 1 year  <b>Print</b> Printing Method Monochrome Laser Beam Printing Print Speed A4: Up to 18ppm Letter: Up to 19ppm Print Resolution 600 x 600dpi Print Quality with Image Refinement Quality 2400 (equivalent) x 600dpi Warm-Up Time (From Power On) 10secs. or less First Printout Time (FPOT)Approx. 7.8secs. Recovery Time (From Sleep Mode) Approx. 1sec.  <b>Paper Handling</b> Paper Input (Standard) 150 sheets (based on 80g/m2) Paper Output 100 sheets (face down) (based on 80g/m2) Paper Size A4, B5, A5, Legal*1, Letter, Executive, 16K, Envelope COM10, Envelope Monarch, Envelope C5, Envelope DL Custom: Width 76.2 to 216 x Length 188 x 356mm Paper Weight	18 Unit		



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