



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

**REQUEST FOR QUOTATION**

28 March 2022

The Office of the Presidential Adviser on the Peace, Reconciliation and Unity (OPAPRU) through the General Appropriations Act of FY 2022 intends to apply the sum of Five Hundred Thousand Pesos (PhP500,000.00) being the Approved Budget for the Contract (ABC) to be paid for the Small Value Procurement, as defined under Section 53.9 of the IRR of RA 9184 for the Procurement of Five (5) Units of Monochrome Multi-Functional Network Printers listed below:


Lot	Goods	Quantity	Specific Technical Requirements
	Monochrome Multi-Functional Network Printers with 3 extra toners each	5	See Annex "A"

The OPAPRU 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,

  
**ALAIN BENEDICT A. EBUEEN**  
Head, ICTD

## **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 **05 April 2022 10:00AM** on the place specified below:

- 1. Mayor's/Business Permit
- 2. PhilGEPS Registration Number
- 3. Omnibus Sworn Statement (*Original Copy*)

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

*ICT Division  
10<sup>th</sup> Floor, Agustin I Building  
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, RECONCILIATION AND UNITY  
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	Statement of Compliance	Unit Cost	Total Cost
	Monochrome Multi-Functional Network Printers with 3 extra toners each	5			

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: \_\_\_\_\_

## Procurement of Five (5) Units Digital Monochrome Multi-Function Printers

### TECHNICAL SPECIFICATIONS

Item	Five (5) Units Digital Monochrome Multi-Function Printers with 3 extra toners each
Quantity	5
ABC	500,000.00
<b>TECHNICAL COMPONENT</b>	
Machine Type	Monochrome A4 Laser Multifunctional
Copy/Print Speed, letter	45 pages per minute
Core functions	Print, Copy, Scan and Send
Control panel	12.7 cm (5-inch) TFT LCD WVGA Colour Touch panel
Memory	Standard: 1GB RAM
Paper supply capacity	standard: Paper Cassette: 550 sheets Multi-purpose tray: 100 sheets
Warm-up time	From power on: 14 seconds or less* *Time from device power-on until copy ready (not print reservation) From sleep mode: 4 seconds or less
Interface	1000Base-T / 100Base-TX / 10Base-T, Wireless LAN( IEEE802.11 b / g / n), Wi-Fi Direct Connection, USB 2.0 (Host) x2, USB 2.0 (Device) x1
Send Destination	Scan to Email (SMTP), network folders (SMB)
Document feeder type	Single Pass Duplex Scanning
Send Destination	Email / I-Fax (SMTP), SMB, FTP
Ink/Toner x 3	20,500 pages @5% coverage

**Others:**

- With ability to track and manage print, copy, scan and fax usage with usage reports. Optimize prints through reporting and usage analytics.
- Installation and Testing
- Administrator Trainings
- End Users Training
- Warranty on parts and on-site services for at least one (1) year

Service Response: Supplier dispatches Service Engineers within a minute upon receiving a service request call and should be on-site within 2 hour response time in Metro Manila