

Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2024-0148

**REQUEST FOR QUOTATION
(SHOPPING)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

PROCUREMENT OF SIX (6) UNITS MID-RANGE LASER PRINTER

(Please see attached Request for Quotation Form for more details.)

Approved Budget for the Contract	:	PHP49,800.00 per unit or a total of PHP298,800.00
Deadline of Submission of Eligibility Documents and Financial Bid	:	02 September 2024, 05:00PM
Opening of Bids	:	03 September 2024, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at citembac@citem.com.ph. The link will be released on the actual day of the procurement activity.

The *Notice of Award* shall only be issued to the lowest calculated and responsive bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

Eligibility Documents (1st Envelope / Compressed Folder)

- 1. Mayor's Permit for the current year or for individuals exercising a profession, BIR Certificate of Registration**
Expired Mayor's permit with Official Receipt of renewal application shall be accepted provided that the renewed permit shall be submitted before the award of the contract.

- 2. Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)**

PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

Financial Bid (2nd Envelope / Compressed Folder)

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents and Financial Bid as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. (02) 8-831-2201 local 309/294 or email at citembac@citem.com.ph.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee



REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above Small Value Procurement with ABC of Php 50,001 and above
 Lease of Real Property and Venue Others: _____

Date: 21 August 2024

Company Name: _____

RFQ No.: 2024-0148

Address: _____

Contact No.: _____

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed, and stamped in an envelope or compressed folder and submitted to CITEM BAC / citembac@citem.com.ph.

Deadline of Submission of Eligibility Documents and Financial Bid: **02 September 2024**

Time: **05:00PM**

Schedule of Opening of Bid: **03 September 2024**

Time: **02:00PM**

Venue: **Zoom**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
6	units	<p>MID-RANGE LASER PRINTER</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP49,800.00 per unit or a total of PHP298,800.00</u></p> <p><u>Technical Specifications:</u></p> <p><i>Functions:</i> Print, Copy, Scan, Fax <i>Control panel:</i> 2.7" Color Touchscreen</p> <p>PRINT <i>Print technology:</i> Laser <i>Print speed:</i> Black (A4, normal) Up to 40 ppm; Black (A4, duplex): Up to 34 ppm Print resolution; Black (best): Fine Lines (1200 x 1200 dpi) <i>Monthly duty cycle:</i> Up to 80,000 pages A4; Recommended monthly page volume: 750 to 4,000 <i>Printer smart software features:</i> Auto duplex and booklet printing, N-up printing, collation, watermarks, install printer driver only, Economode for toner savings, accepts a variety of paper sizes and types <i>Fonts and typefaces:</i> 84 scalable TrueType fonts <i>Print area:</i> Print margins Top: 4.3 mm, Bottom: 4.3 mm, Left: 4.3mm, Right: 4.3 mm; Maximum print area: 207.4 x 347.1 mm <i>Duplex printing:</i> Automatic (default)</p> <p>COPY <i>Copy speed:</i> Black (A4): Up to 40 cpm <i>Copier specifications:</i> ID Copy; Number of copies; Resize (including 2-Up); Lighter/Darker; Enhancements; Original Size; Binding Margin; Collation; Tray Selection; Two-Sided; Quality (Draft/Normal/Best); Save Current Settings; Restore Factory Defaults; Maximum number of copies: Up to 9999 copies; Reduce/Enlarge: 25 to 400%</p> <p>SCAN <i>Scan speed:</i> Normal (A4): Up to 29 ppm/46 ipm (b&w), up to 20ppm/34ipm (color); Duplex (A4): Up to 46ipm (b&w), up to 34ipm (color) <i>Scan file format:</i> PDF, JPG, TIFF <i>Scanner type:</i> Flatbed, ADF <i>Scan technology:</i> Contact Image Sensor (CIS) <i>Scan input modes:</i> Front-panel scan, copy, email, or file buttons <i>Duplex ADF scanning:</i> Yes <i>Optical scan resolution:</i> Up to 1200 x 1200 dpi <i>Scanner advanced features:</i> Single-pass 2-sided scanning ADF, Scan to cloud (Google Drive and DropBox), Scan to email with</p>		

	<p>LDAP email address lookup, Scan to network folder, Scan to USB, Scan to Microsoft SharePoint®, Scan to computer with software, Fax archive to network folder, Fax archive to email, Fax to computer, Enable/disable fax, Quick Sets <u>Recommended monthly scan volume:</u> 750 to 4000 <u>Scannable area:</u> Maximum media size (flatbed): 216 x 297mm; Minimum media size (ADF): 102 x 152mm Maximum media size (ADF): 216 x 356mm Bit depth/ Grey scale levels 24-bit / 256</p> <p>FAX <u>Fax:</u> Yes, 33.6 kbps <u>Fax memory:</u> Up to 400 pages <u>Fax resolution:</u> Standard: 203 x 98 dpi; Fine: Up to 203 x 196 dpi Superfine: Up to 300 x 300 dpi; Quick dialing: Up to 200 numbers <u>Fax smart software features:</u> Auto fax reduction; Auto redialing; Delayed sending; Fax forwarding; TAM interface; Junk barrier; Distinctive ring detection; Cover page; Block fax; Billing codes; Save and load; Fax activity reports; Dial prefix setting; Print fax log; Digital Fax <u>Processor speed:</u> 1200MHz</p> <p>CONNECTIVITY <u>Standard:</u> 1 Front USB port; 1 Gigabit Ethernet 10/100/1000 Base-T network; 1 Hi-Speed USB 2.0 (host); 1 Wi-Fi 802.3az; 802.11b/g/n (2.4 GHz) Wi-Fi radio <u>Mobile printing capability:</u> Smart App; Apple AirPrint™; Mopria™ Certified; Wi-Fi® Direct Printing</p> <p>MEDIA HANDLING <u>Number of paper trays:</u> Standard: 2; Maximum: 3 <u>Media types:</u> Paper (plain, EcoEFFICIENT, light, heavy, bond, colored, letterhead, preprinted, prepunched, recycled, rough); envelopes; labels;</p>		
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Terms and Conditions:

- 1) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax and other charges.**
- 3) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.


ATTY. ANNA GRACE I. MARPURI
BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above-mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood, and shall conform with the terms and conditions of this requirement.

Date Submitted

Signature over printed name of the Authorized Company Representative

Designation: _____

Telephone No(s): _____

Email: _____