



## REQUEST FOR QUOTATION

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

RFQ No.: \_\_\_\_\_

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

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

Name of Store/Shop : \_\_\_\_\_

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

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

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of One (1) Unit MFP Printer for OP** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **December 11, 2024 at 10:00am.** A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement\* and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph); [bac@sbcorp.gov.ph](mailto:bac@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson 

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

*\*Submit certified-true-copy of Secretary's Certificate in case of a corporation, partnership, or cooperative; or Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.*

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

<b>Procurement of (Name of Item/s to be procured)</b>		
<b>TECHNICAL SPECIFICATIONS (detailed)</b>		<b>REMARKS</b>
<b>COLORED LASERJET MFP w/ PRINT, COPY AND SCAN</b>		
Functions	Print, copy, scan	
Duplex printing	Automatic	
Duty cycle (monthly, A4)	Up to 50,000 pages	
Print quality black (best)	Up to 600 x 600 dpi; Up to 38,400 x 600 enhanced dpi	
Print quality color (best)	Up to 600 x 600 dpi	
Print languages	PCL 6, PCL 5e, PCL 5c, Postscript level 3 emulation, PDF, URF, PWG Raster, Native Office	
Print technology	Laser	
Connectivity, standard	1 Gigabit Ethernet 10/100/1000 Base-TX network; 1 Hi-Speed USB 2.0 (device); 1 Hi-Speed USB 2.0 (host); 1 Wi-Fi 802.11ac (dual band); 1 Wi-Fi Direct; Walk-up USB; Auto-crossover Ethernet	
Network capabilities	Yes, via built-in 10/100/1000Base-Tx Ethernet, Gigabit; Auto-crossover Ethernet; Authentication via 802.1x; 802.11ac (Wi-Fi 5)	
Digital sending standard features	Scan to SharePoint; Scan to One Drive	
Display	4.3" diagonal WLED-backlit anti-glare (480X272)	
Processor speed	1200 MHz	
Memory	512 MB NAND Flash, 512 MB DRAM	

Storage	Optional Job Storage via external rear host USB port (minimum 16 GB)
Compatible Operating Systems	Windows 11; Windows 10; Windows Client OS; Android; iOS; Mobile OS; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey; macOS 13 Ventura; Linux; Citrix; Chrome OS
Paper handling input, standard	50-sheet multipurpose tray, 250-sheet input tray, 50-sheet Automatic Document Feeder (ADF)
Paper handling output, standard	150-sheet output bin
Paper handling input, optional	Optional 550-sheet tray
Finished output handling	Sheet feed
Media types	Paper (bond, brochure, colored, glossy, letterhead, photo, plain, preprinted, prepunched, recycled, rough), postcards, labels, envelopes
Media sizes, custom	Simplex: Tray 1: 76.2 x 127 to 216 x 356 mm; Tray 2: 98 x 148 mm to 216 x 356 mm; optional Tray 3: 100 x 148 to 216 x 356 mm; Duplex (all trays): 148 x 148 mm to 216 x 356 mm
Scanner type	Flatbed, ADF
Scan file format	PDF; JPG; TIFF
Scan resolution, optical	Up to 1200 dpi
Scan size (ADF), maximum	216 x 356 mm
Scan size (ADF), minimum	102 x 152 mm
Scan size, maximum	216 x 297 mm
Scan technology	Contact Image Sensor (CIS)
Copy resolution (black text)	Up to 600 x 600 dpi

Copy resolution (color text and graphics)	Up to 600 x 600 dpi
Copies, maximum	Up to 999 copies
Copy reduce / enlarge settings	25 to 400%
Copier settings	ID Copy; Number of copies; Resize (including 2-Up); Lighter/Darker; Enhancements; Original Size; Binding Margin; Collation; Tray Selection; Two-Sided; Save Current Settings; Restore Factory Defaults; Quality (Draft/Standard/Best)
Power	220-volt input voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz)
Number of print cartridges	4 (1 each black, cyan, magenta, yellow)
Warranty	One-year

<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) Must deliver the item on or before December 20, 2024	
c) Terms of Payment: 20 days upon receipt of billing	

**FINANCIAL OFFER:**

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

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
<b>Php70,000.00 Tax Inclusive</b>			In words _____  In figures: _____

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.

3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date 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 (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp 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.
11. 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 contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account 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 contractor’s account.
12. 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 SBCorp shall rescind 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.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

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