

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 All-in-One Printers and Headsets** 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 **November 06, 2025 at 10:00 AM**. A copy of your **valid 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 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 the following documents:*

1. *Certified-true-copy of Secretary's Certificate for corporation, partnership or cooperative; or*
2. *Special Power of Attorney:*
 - a. *Joint venture - executed by all members thereof giving full powers and authority to its officers to sign the OSS/Sworn Statements and do acts to represent the bidder; or*
 - b. *Single Proprietorship – if the person representing the company or acting on behalf of the company is not the registered owner.*

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

Procurement of (Name of Item/s to be procured)																																					
TECHNICAL SPECIFICATIONS (detailed)	REMARKS																																				
<p>TERMS OF REFERENCE</p> <p>Acquisition of Printers, Headsets and Wireless Earbuds</p>	<p><i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i></p>																																				
<p>OBJECTIVE</p> <p>The project aims to procure seventeen (17) units of all-in-one printer and fifty-two (52) units of headset and one (1) unit of wireless earbuds for South Luzon Group.</p> <p>SCOPE OF WORK</p> <p>The project calls for the supply, delivery, and warranty services for 17 all-in-one printers as well as 52 wired headsets and 1 wireless earbuds, as indicated under <i>III. TECHNICAL SPECIFICATIONS</i>.</p> <p>TECHNICAL SPECIFICATIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">ALL-IN-ONE PRINTER (17 Units)</td> </tr> <tr> <td>PRINTER TYPE</td> <td><i>Print, Scan, Copy</i></td> </tr> <tr> <td colspan="2">PRINT</td> </tr> <tr> <td><i>Printer Technology</i></td> <td><i>On-demand Inkjet</i></td> </tr> <tr> <td><i>Max Resolution</i></td> <td><i>5760 x 1440 dpi</i></td> </tr> <tr> <td><i>Print Speed</i></td> <td><i>Draft A4 BW: 33ppm; Color: 15ppm</i></td> </tr> <tr> <td><i>First Page Out from Ready Mode</i></td> <td><i>10s BW, 16s Color</i></td> </tr> <tr> <td colspan="2">SCAN</td> </tr> <tr> <td><i>Scanner Type</i></td> <td><i>Flatbed</i></td> </tr> <tr> <td><i>Sensor Type</i></td> <td><i>CIS</i></td> </tr> <tr> <td><i>Optical Resolution</i></td> <td><i>1200 x 2400 dpi</i></td> </tr> <tr> <td><i>Scan Area</i></td> <td><i>216 x 297mm</i></td> </tr> <tr> <td><i>Scan Speed (Flatbed)</i></td> <td><i>12s BW, 29s Color</i></td> </tr> <tr> <td colspan="2">COPY</td> </tr> <tr> <td><i>Max Copies from Standalone</i></td> <td><i>20</i></td> </tr> <tr> <td><i>Reduction/Enlargement</i></td> <td><i>25%-400%</i></td> </tr> <tr> <td><i>Max Copy Resolution</i></td> <td><i>600 x 600 dpi</i></td> </tr> <tr> <td><i>Max Copy Size</i></td> <td><i>A4, Letter</i></td> </tr> </table>	ALL-IN-ONE PRINTER (17 Units)		PRINTER TYPE	<i>Print, Scan, Copy</i>	PRINT		<i>Printer Technology</i>	<i>On-demand Inkjet</i>	<i>Max Resolution</i>	<i>5760 x 1440 dpi</i>	<i>Print Speed</i>	<i>Draft A4 BW: 33ppm; Color: 15ppm</i>	<i>First Page Out from Ready Mode</i>	<i>10s BW, 16s Color</i>	SCAN		<i>Scanner Type</i>	<i>Flatbed</i>	<i>Sensor Type</i>	<i>CIS</i>	<i>Optical Resolution</i>	<i>1200 x 2400 dpi</i>	<i>Scan Area</i>	<i>216 x 297mm</i>	<i>Scan Speed (Flatbed)</i>	<i>12s BW, 29s Color</i>	COPY		<i>Max Copies from Standalone</i>	<i>20</i>	<i>Reduction/Enlargement</i>	<i>25%-400%</i>	<i>Max Copy Resolution</i>	<i>600 x 600 dpi</i>	<i>Max Copy Size</i>	<i>A4, Letter</i>	
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PAPER HANDLING	
Standard Paper Input Capacity	100 sheets (Plain, 80gsm)
Output Capacity	30 sheets (Plain 80gsm)
Maximum Paper Size	215.9 x 1200mm
SUPPORTED OS	
	Windows 10, Windows 11
RATED VOLTAGE	
	220Vac (60Hz)
INTERFACE	
	USB2.0
NETWORK	
	WIFI
DISPLAY	
	Colored LCD Screen
WARRANTY	
	At least one (1) year

WIRED HEADSET (52 Units)	
Form Factor	On-ear Headband
Connectivity	Wired. 3.5 mm audio jack
USB cable length	At least 2 meters
Speaker Size	28mm
Speaker Frequency Range	150Hz-7000Hz
Speaker Bandwidth (Music Mode)	20Hz - 20000Hz
Speaker bandwidth (Speak mode)	150Hz - 7000Hz
Microphone type	Noise-cancelling. Electret Condenser (ECM) Uni-Directional Microphone.
Microphone sensitivity	Min=-48dB; Max=-44dB
User hearing protection	EU Noise at Work, Australian G616
Call Control	Yes
Call Management	In-line call controller with buttons and LED indicators
Plug and Play	Yes
Stereo Sound	Yes
Comfort	Leatherette ear cushions
Certification	CE, UL
Warranty	At least one (1) year

WIRELESS EARBUDS (1 Unit)	
Bluetooth	Yes
Bluetooth profiles	A2DP V1.3, AVRCP V1.6, HFP V1.7
Bluetooth frequency	2.4 GHz - 2.4835 GHz
Bluetooth transmitter power	<10 dBm
Bluetooth version	5.2
Maximum play time	32 hours

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications

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Protection / IP Code	IP 54 (dust and splash resistant)
Number of microphones	2
Driver size	8mm
Driver sensitivity at 1kHz/1mW	100 dB
Dynamic frequency response range	20 Hz – 20 kHz
Impedance	16 ohms
Rechargeable battery	Yes
Charging time from empty	2 hours
Charging case battery life	24 hours maximum
Charging cable	Yes
Charging case	Yes
Charging Case IP Code	IPX2
Voice Assistant integration	Yes
Built-in Microphone	Yes
Hands Free Call	Yes
Water Resistant	Yes
Warranty	At least one (1) year

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specifications

IV. DELIVERY ADDRESS

Small Business Corporation Head Office
17F, 139 Corporate Center, 139 Valero Street, Salcedo Village,
Bel-Air, Makati City, Metro Manila

V. PROJECT COST

The Approved Budget for the Contract (ABC) is Three Hundred Seventy-One Thousand Six Hundred Pesos (PhP371,600.00), inclusive of all applicable taxes, including the Valued-Added Tax.

VI. IMPLEMENTATION

All items must be supplied, delivered and turned over to Small Business Corporation within thirty (30) calendar days upon release of the Notice to Proceed.

VII. LIQUIDATED DAMAGES

SBCorp, as the Procuring Entity, adopts the following provisions for Liquidated Damages from the 2016 Revised Implementing Rules and Regulations or Republic Act No. 9184 (Updated as of 31 March 2021):

ABC Breakdown:

All-in-One Printer P15,000/unit – 17units = **Php255,000.00**

Headset P2,200/unit – 52units = **Php114,400.00**

Wireless Earbuds – 1 unit = **Php2,200.00**

DELIVERY REQUIREMENT	
a) line items	
b) SBCorp 18 th Flr 139 Corporate Center, 139 Valero St., Salcedo Village Makati City	
c) 30 Calendar Days upon receipt of Notice to Proceed (NTP)	

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.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC Printer All-in-1 Php255,000.00			In words _____ _____
Headset Php114,400.00 Tax Inclusive			In figures: _____
Earbuds Php2,200.00 Tax Inclusive			

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- 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.

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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: _____