



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5888639  
**Procuring Entity** BUREAU OF THE TREASURY  
**Title** Supply and Delivery of Twenty Three (23) units Multifunction Monochrome Laser Printers  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2018-12-0492	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Information Technology Parts & Accessories & Perip		
<b>Approved Budget for the Contract:</b>	PHP 900,000.00	<b>Document Request List</b>	21
<b>Delivery Period:</b>	7 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	07/12/2018
<b>Contact Person:</b>	Mr. Clarence Bolante Bunan Administrative Officer III Ayuntamiento Building, Cabildo St., cor. A. Sorian Intramuros, Manila Metro Manila Philippines 1002 63-2-6632206 63-2-5247008 cbbunan@treasury.gov.ph	<b>Last Updated / Time</b>	07/12/2018 00:00 AM
		<b>Closing Date / Time</b>	12/12/2018 17:00 PM

#### Description

##### TERMS OF REFERENCE

##### 1. PROJECT TITLE

Supply and Delivery of Twenty-Three (23) units of Multifunction Monochrome Laser Printers to the Bureau of the Treasury (BTr).

##### 2. DESCRIPTION

This Project calls for the supply, delivery and commissioning of twenty-three (23) units of multifunction monochrome laser printers. The project aims to replace ageing printers to support continuous operations of the Bureau.

##### 3. AGENCY BUDGET FOR THE CONTRACT (ABC): Php 900,000.00

Note: Inclusive of 12% VAT, installation, delivery cost and all other charges.

##### 4. PROJECT DURATION, DELIVERY, COMMISSION AND ACCEPTANCE

Sixty (60) Calendar days from the receipt of the Notice to Proceed.

##### PART I. TECHNICAL SPECIFICATIONS

##### AGENCY SPECIFICATIONS BIDDER'S STATEMENT OF COMPLIANCE ACTUAL OFFER

(Specify actual specification being offered) REFERENCE

(Indicate exact page number)

##### 1. Multifunction Colored Laser Printer Requirements

##### 1.1 Number of Units:

- 1.1.1 Twenty-Three (23)
- 1.2 Compatibility and General Requirements
  - 1.2.1 Submit certification from Manufacturer or Distributor that the model being proposed is the current business (latest) model.
- 2. Specifications:
  - 2.1 Functions
    - 2.1.1 Minimum of Print, Scan, Copy
  - 2.2 Print
    - 2.2.1 Technology: Laser
    - 2.2.2 Speed: 40 ppm or higher
    - 2.2.3 Resolution: 1200 dpi
  - 2.3 Monthly Duty Cycle
    - 2.3.1 75,000 pages or higher
  - 2.4 Scan
    - 2.4.1 Mode: Simplex and Duplex (Automatic)
    - 2.4.2 Type: ADF and Flatbed
    - 2.4.3 File Format: JPG, RAW (BMP), PNG, TIFF, PDF or more
    - 2.4.4 Speed: 26 ppm (black) / 21 ppm (colored) or higher
  - 2.5 Automatic Document Feeder
    - 2.5.1 Capacity: 50 sheets
    - 2.5.2 Scan Size
      - 2.5.2.1 Maximum: 8.5 x 14 inches or higher
      - 2.5.2.2 Minimum: 4 x 6 inches or lower
    - 2.5.3 Resolution: 600 to 1200 dpi
  - 2.6 Flatbed
    - 2.6.1 Scan Size
      - 2.6.1.1 Maximum: 8.5 x 11.7 in or higher
      - 2.6.1.2 Resolution: 1200dpi
  - 2.7 Display:
    - 2.7.1 Size: 3 inches or higher
    - 2.7.2 Type: Color Graphics Touch Screen
    - 2.7.3 Buttons: Home, Help, Back or more
  - 2.8 Document/Media:
    - 2.8.1 Sizes: Letter, Legal, A4 or more
    - 2.8.2 Type: Paper, labels, transparencies, envelopes, cardstock or more
  - 2.9 Connectivity
    - 2.9.1 1 USB Port 2.0
    - 2.9.2 Network:
      - 2.9.2.1 Wireless Lan IEEE 802.11b/g/n
      - 2.9.2.2 1 Ethernet 10/100/1000 Base-TX network
  - 2.10 Toner Cartridges
    - 2.10.1 Must have the default/free/service toner cartridge per unit.
    - 2.10.2 Must provide additional compatible toner cartridge per unit.
  - 2.11 Environmental and Regulatory Compliance
    - 2.11.1 Energy Star

## PART II. BIDDER'S COMPLIANCE BIDDER'S STATEMENT REFERENCE

### 1. STATEMENT OF BIDDER'S EXISTENCE AND EXPERTISE

1.1 Certification from Manufacturer or distributor that the bidder is authorized to bid, sell, support and maintain the products being offered. If distributor will certify the bidder, they must submit certification from Manufacturer acknowledging the distributor as partner of the product being offered.

1.2 The Vendor must have at least five (5) similar contracts in the last three (3) years.

(Note: Including completed or ongoing contracts as of bid date)

Note: Similar projects are those related to Supply and Delivery of Printers or Scanners equipment.

## PART III. OTHER CONDITION AND REQUIREMENTS BIDDER'S STATEMENT OF COMPLIANCE

### 1. TRAINING

1.1 Technical support training for at least three BTr IT staff.

### 2. SUPPORT AND WARRANTY

2.1 The Vendor shall shoulder all expenses for any repairs and maintenance of the product being offered during the warranty period.

2.2 Warranty Coverage is 2 years on parts and 2 years on services.

2.3 Warranty period shall commence on the date of the "Certificate of Acceptance and Satisfactory Performance" was issued.

### 3. MODE OF PAYMENT

3.1 One-time payment of the contract shall be made upon acceptance of supply and delivery of hardware and software components and upon issuance of certificate of completion.

### 4. OTHER CONDITIONS

4.1 Freebies (if any/existing)

4.1.1 The Bidder must submit on separate sheet specifying the quantity and the name of all included freebies remarked as "Freebies".

4.1.2 The quantity of the Freebies (if any/existing) shall not affect the result of the bidding.

4.2 Delivery of Equipment

4.2.1 All deliveries including freebies, can be delivered to the Hardware Maintenance Division (HMD), under the following conditions:

4.2.1.1 Proper coordination of the Contractor with the Property and Supply Management Division (PSMD) and HMD prior to the delivery.

4.2.1.2 No deliveries shall be accommodated without the following:

4.2.1.2.1 Detailed Delivery Receipts which identifies the quantity, the name of every equipment/unit (both primary equipment/unit and freebies), its corresponding serial numbers and costings.

4.2.1.2.2 Delivery Receipts must be acknowledged by the PSMD (Stamped/Signed).

5. NON-GRAFT CLAUSE

5.1 The winning bidder warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee (BAC), BAC Secretariat or TWG, to secure this contract.

Prepared by:

GERALYN E. SECIBAN  
Computer Programmer I – Systems Development Division

Approved by:

WILFREDO L. YATCO  
OIC Director – Management Information Systems Service

**Created by** Mr. Clarence Bolante Bunan

**Date Created** 06/12/2018

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