



Funding the Republic

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
Intramuros, Manila  
NATIONAL CAPITAL REGION

**REQUEST FOR QUOTATION**  
**Negotiated Procurement-Small Value Procurement**

Pursuant to Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the Bureau of the Treasury – National Capital Region (BTr-NCR) would like to invite your company to submit quote or proposal for the **Supply and Delivery of Multifunction Color Printers to the BTr-NCR Office.**

The details of the project are as follows:

Name of Project:	<b>Supply and Delivery of Multifunction Color Printers to the BTr- NCR Office</b>
Location:	<b>Bureau of the Treasury – National Capital Region 3<sup>rd</sup> Floor, Palacio del Gobernador Bldg., Intramuros, Manila</b>
Description:	<b>This Project calls for the supply and delivery of twelve (12) units of multi-function color printers. The project aims to provide additional color printers to support continuous operations of the Regional Office.</b>
ABC:	<b>Two Hundred Sixty-Eight Thousand Seven Hundred Ninety Pesos Only (Php 268,790.00)</b>
Delivery Period:	<b>On or Before Thirty (30) Calendar Days from receipt of the Notice to Proceed.</b>

Quotations or proposals, in accordance with the attached Terms of Reference, must be submitted together with the documents mentioned below, **on or before 3:00 PM of November 15, 2021** through email address [vvocampo@treasury.gov.ph](mailto:vvocampo@treasury.gov.ph).

- **Mayor's/Business Permit**
- **PhilGEPS Registration Number**
- **Income/ Business Tax Return**
- **Omnibus Sworn Statement**

The BTr-NCR reserves the right to reject any and all quotations/bids, to annul the procurement process, declare a failure of bidding, to reject all quotations/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s, and to accept only the offer that is most advantageous to the Government pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184.

For questions and/or clarifications, please contact Ms. Vivian V. Ocampo at telephone number 8527-2786 or message at Viber through the number 0933-338-0743.

**CONCEPCION S. AUSTRIA**

Chairperson, Bids and Awards Committee  
Bureau of the Treasury-National Capital Region

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**TERMS OF REFERENCE**

**1. PROJECT TITLE**

Supply and Delivery of Multifunction Color Printers to the BTr-NCR Office

**2. DESCRIPTION**

This Project calls for the supply and delivery of twelve (12) units of multi-function color printers. The project aims to provide additional color printers to support continuous operations of the Regional Office.

**3. AGENCY BUDGET FOR THE CONTRACT (ABC):** Two Hundred Sixty-Eight Thousand Seven Hundred Ninety Pesos Only (Php 268,790.00)

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

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

On or Before Thirty (30) Calendar Days from receipt of the Notice to Proceed.

<b>PART I. TECHNICAL SPECIFICATIONS</b>			
<b>AGENCY SPECIFICATIONS</b>	<b>BIDDER'S STATEMENT OF COMPLIANCE</b>	<b>ACTUAL OFFER (Specify actual specification being offered)</b>	<b>REFERENCE (Indicate exact page number)</b>
<p><b><u>A: Multifunction Laserjet Color Printer and</u></b> <b><u>B: Multifunction Ink Tank Color Printers</u></b> <b><u>Requirements</u></b></p> <p><b>1. Compatibility and General Requirements</b></p> <p>1.1. Model being proposed is the current business (latest) model.</p> <p><b>2. A: Multifunction Laserjet Color Printer Specifications:</b></p> <p><b>2.1. Functions</b></p> <p>2.1.1. Print, Scan, Copy or more</p> <p><b>2.2. Print</b></p> <p>2.2.1. With Automatic Duplex Printing</p> <p>2.2.2. Technology: Laser</p> <p>2.2.3. Speed: 21 ppm or higher</p>			

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<p>2.2.4.Resolution: 600 dpi</p> <p><b>2.3. Monthly Duty Cycle</b></p> <p>2.3.1.At least 40,000 pages</p> <p><b>2.4. Scan</b></p> <p>2.4.1.Type: ADF and Flatbed</p> <p>2.4.2.File Format: JPG, RAW (BMP), PNG, TIFF, PDF or more</p> <p>2.4.3.Speed: At least 26 ppm for black and 22 ppm for color</p> <p><b>2.5. Automatic Document Feeder</b></p> <p>2.5.1.Capacity: 50 sheets</p> <p>2.5.2.Scan Size</p> <p>2.5.2.1. Maximum: 215.9 x 355.6 mm</p> <p>2.5.2.2. Minimum: 102 x 152 mm</p> <p>2.5.3 Resolution: At least 300dpi</p> <p><b>2.6 Flatbed</b></p> <p>2.6.1 Scan Size Maximum: 215. Maximum: 215.9 x 297mm</p> <p>2.6.2 Resolution: 1200dpi</p> <p><b>2.7 Copy:</b></p> <p>2.7.3 Speed: at least 21 cpm</p> <p>2.7.4 Resolution: (Black) At least 600 dpi</p> <p>2.7.5 Reduce/Enlarge Settings: 25 to 400%</p> <p><b>2.8 Display:</b></p> <p>2.8.1 Size: at least 2.7 inches</p> <p>2.8.2 Type: Color Graphic Screen</p> <p>2.8.3 Buttons: Home, Help, Back or more</p> <p><b>2.9 Document/Media:</b></p> <p>2.9.1 Sizes: Letter, Legal, A4 or more</p> <p>2.9.2 Type: Paper, labels, transparencies, envelopes, cardstock or more</p>			
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<p><b>3. B: Multifunction Ink Tank Color Printers</b></p> <p><b>3.1. Type</b> 3.1.1. Ink Tank System</p> <p><b>3.2. Functions</b> 3.2.1. Print, Scan, Copy, Fax or more</p> <p><b>3.3. Print</b> 3.3.1. Automatic 2-sided printing 3.3.2. Margin: 0mm 3.3.3. Speed 3.3.3.1. <b>Draft Black/Color:</b> 33ppm/20ppm or faster 3.3.3.2. <b>Simplex Black/Color:</b> 15ipm/8ipm 3.3.3.3. <b>Duplex Black/Color:</b> 6.5ipm/4.5 ipm</p> <p><b>3.4 Scan</b> 3.4.1 Must have ADF and Flatbed 3.4.2 ADF Capacity: 30 pages or more 3.4.3 Maximum Scan Area: 216 x 297 mm 3.4.4 Resolution: 1200 x 2400 dpi or higher 3.4.5 Scan Speed (ADF/Flatbed) 3.4.5.1 Black: 12 sec/ 5 ppm 3.4.5.2 Color: 27 sec/ 5 ppm</p> <p><b>3.5 Fax</b> 3.5.1 Resolution: 200 x 200 dpi or higher 3.5.2 Transmission Paper Size: A4, Letter, Legal or more 3.5.3 Features: PC Fax (Transmission/Receive), Automatic redial, Address book, Delay Send, Broadcast Fax or more</p> <p><b>3.6 Copy</b> 3.6.1 Resolution: 600 x 1200 dpi 3.6.2 Max Copies: 99 copies or more 3.6.3 Speed(Black/Color): 11ipm/5.5ipm or higher</p>			
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<p><b>3.7 Document/Media:</b></p> <p>3.7.1 Paper Handling(input): 250 sheets or more</p> <p>3.7.2 Maximum Paper Size: 215.9 x 1200 mm</p> <p>3.7.3 Sizes: Legal, 8.5 x 13 ", Letter, A4, 195 x 270 mm, B5, A5, A6, 100 x 148 mm, B6, 5 x 7 ", 4 x 6 ", Envelopes #10, DL, C6 or more</p> <p><b>3.8 Display</b></p> <p>3.8.1 2.4" Color LCD Touch Panel or bigger</p> <p><b>3.9 Network Connection</b></p> <p>3.9.1 Network:</p> <p>3.9.1.1 Wi-Fi IEEE 802.11b/g/n</p> <p>3.9.1.2 Wi-Fi Direct</p> <p><b>4. Connectivity</b></p> <p>4.1 1 USB Port 2.0</p> <p>4.2 Network: Ethernet 10/100/1000 Base-TX network</p> <p><b>5. Environmental and Regulatory Compliance</b></p> <p>5.1 Energy Star</p> <p><b>6. Support and Warranty</b></p> <p>6.1 A: Warranty Coverage is 3 years on parts and 3 years on services.</p> <p>6.2 B: Warranty Coverage is 2 years on parts and 2 years on services.</p>			
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PART II. BIDDER'S COMPLIANCE	BIDDER'S STATEMENT	REFERENCE
<p><b>1. STATEMENT OF BIDDER'S EXISTENCE AND EXPERTISE</b></p> <p>1.1 Must submit certification from Manufacturer or distributor that the bidder is authorized to supply for the products offered.</p> <p>1.2 The Vendor must have at least three (1) similar contracts in the last three (2) years. <i>(Note: <u>Including completed or ongoing contracts as of bid date</u>)</i></p>		

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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
<b>1. TRAINING</b> 1.1 Technical support training for at least one BTr-NCR staff.	
<b>2. SUPPORT AND WARRANTY</b> 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 3 years on parts and 3 years on services. 2.3 Warranty period shall commence on the date of the "Certificate of Acceptance and Satisfactory Performance" was issued.	
<b>3. MODE OF PAYMENT</b> 3.1 One-time payment of the contract, subject to deduction of applicable taxes, shall be made upon acceptance of supply and delivery of hardware and software components and upon issuance of Inspection and Acceptance Report.	
<b>4. OTHER CONDITIONS</b> 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 Bureau of the Treasury – National Capital Region (BTr-NCR), under the following conditions: 4.2.1.1 Proper coordination of the Supplier with the Supply/Property Officer 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 Supply/Property Officer (Stamped/Signed).	

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**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:

**MA. SIA F. BAÑEGA**  
TOO III/Actg. Admin. Officer

Reviewed and Approved by:

**FLORENCE B. ALMADRIGO**  
Director II, Bureau of the Treasury – NCR

