



Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Bids and Awards Committee

REQUEST FOR QUOTATION

Date: June 08, 2023
RFQ No.: 54-2023-A

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number **(required)**: _____



The **National Library of the Philippines (NLP)**, through its Bids and Awards Committee (BAC), intends to procure for the **Supply and Delivery of Printer and Ink Bottle Refills (LOT Bidding)** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than June 19, 2023 at 4:00 PM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
Copy of 2023 Mayor's or Business Permit	In case not yet available, you may submit your expired 2022 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2023 Mayor's or Business Permit shall be required to be submitted before award of contract.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith before award of contract. Supported by Secretary's Certificate of Special Power of Attorney.
Latest Income/Business Tax Return	Manually filed tax returns or filed through the EFPS

For any clarification you may contact us at telephone no. **(02) 5310-5029 local 406 or 412** or email address at contact us at telephone bac@nlp.gov.ph.

(Digitally Sgd.)
MARICEL M. UREÑA
BAC Chairperson





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INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

Do not alter the contents of this form in any way.

The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

All mandatory technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

Quotations may be submitted through electronic mail at

Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline 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 shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the NLP. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. 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 supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **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 account of the supplier, contractor, or consultant.**
11. 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 NLP may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



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

Supply and Delivery of Printer and Ink Bottle Refills (Black, Cyan, Magenta, Yellow) (LOT Bidding)			
Unit	Minimum Technical Specifications	Qty.	Statement of Compliance (Comply or Not Comply and please SPECIFY the BRAND and model number you are offering)
PCS	ITEM: All-in-One Ink Tank Printer with ADF (Minimum Specs)	18	
	Copy Function		
	Maximum Copy Size: Legal		
	Copy Resolution: 600 x 600 dpi		
	Max Copies: 99 copies		
	Copying		
	ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 11.0 ipm / 5.5 ipm		
	ISO 24735, A4 Simplex ADF (Black / Colour): Up to 60 sec / 82 sec		
	Scanning		
	Scanner Type: Flatbed colour image scanner		
	Sensor Type: CIS		
	Optical Resolution: 1200 x 2400 dpi		
	Maximum Scan Area: 216 x 297 mm (8.5 x 11.7 ")		
	Scanner Bit Depth (Colour): 48-bit input, 24-bit output		
	Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output		
	Scanner Bit Depth (Black & White): 16-bit input, 1-bit output		
	Scan Speed		
	Flatbed (Black / Colour): 200dpi: 12 sec / 27 sec		
	ADF Monochrome (Simplex): 200dpi: 5.0 ipm		
	ADF Colour (Simplex): 200dpi: 5.0 ipm		
	ADF Specifications		
	Support Paper Thickness: 64-95 g/m ²		
	Paper Capacity: 30 sheets		
	Fax Function		
	Type Of Fax: Walk-up Black-and-white and Colour Fax Capability		
	Receive Memory / Page Memory: 1.1 MB, Page memory up to		



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	100 pages		
	Error Correction Mode: ITU-T T.30		
	Fax Speed (Data Transfer Rate): Up to 33.6 kbps, Approx. 3 sec/page		
	Fax Resolution: Up to 200 x 200 dpi		
	Transmission Paper Size (Flatbed): Letter, A4		
	Transmission Paper Size (ADF): Letter, A4, 8.5 x 13", Legal		
	Receiving Paper Size: Letter, A4, Legal		
	Speed Dial / Group Dial: Up to 60 numbers, 30 groups		
	Fax Features: PC Fax (Transmission / Receive), Automatic Redial, Address book, Broadcast Fax (Mono Only), Transmit Reservation, Polling Reception		
	Paper Handling		
	Number of Paper Trays: 1		
	Standard Paper Input Capacity: Up to 250 sheets of Plain Paper (80 g/m ²), Up to 20 sheets of Premium Glossy Photo Paper		
	Output Capacity: Up to 30 sheets of Plain Paper (80 g/m ²), Up to 20 sheets of Premium Glossy Photo Paper		
	Maximum Paper Size: 215.9 x 1200 mm (8.5 x 47.24 ")		
	Paper Size: Legal (8.5 x 14"), 8.5 x 13", Letter, A4, B5, A5, A6, Hagaki (100 x 148 mm), 16K (195 x 270 mm), Indian-Legal (215 x 345 mm), B6, 5 x 7", 4 x 6", Envelopes #10, DL, C6		
	Print Margin: 0mm top, left, right, bottom via custom settings in printer driver*3		
	Supported OS and Applications		
	Operating System Compatibility:		
	Windows XP SP3 / XP Professional x64 SP2 / Vista / 7 / 8 / 8.1 / 10		
	Windows Server 2003 / 2008 / 2012 / 2016 / 2019		
	Only printing and scanning functions are supported for Windows Server OS		
	Mac OS X 10.6.8 or later		
	Noise Level		
	PC Printing/ Premium Glossy Photo Paper Best Photo:		
	Sound Power (Black / Colour) 5 / 5 B(A)		
	Sound Pressure (Black / Colour) 37 / 38 dB(A)		
	PC Printing / Plain Paper Default*4:		
	Sound Power (Black / Colour) 6.9 / 6.4 B(A)		



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	Sound Pressure (Black /Colour) 56 / 52 dB(A)		
	Consumables		
	Black Ink Bottle:		
	Page Yield*5: 7,500 Pages		
	Cyan Ink Bottle:		
	Page Yield*5: 6,000 Pages (Composite Yield)		
	Magenta Ink Bottle:		
	Page Yield*5: 6,000 Pages (Composite Yield)		
	Yellow Ink Bottle:		
	Page Yield*5: 6,000 Pages (Composite Yield)		
	Electrical Specifications		
	Rated Voltage: AC 220-240 V		
	Rated Frequency: 50 - 60 Hz		
	Operating: 12.0 W		
	Sleep: 0.9 W		
	Power Off: 0.2 W		
	Standby: 5.4 W		
	Interface		
	USB: USB 2.0		
	Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct		
	Network Protocol: TCP/IPv4, TCP/IPv6		
	Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD		
	Control Panel		
	LCD Screen: 2.4 " Colour Touch LCD Screen		
	Consumables:		
PCS	Bottled ink refill compatible with All-in-One Ink Tank Printer with ADF (Black)	47	
PCS	Bottled ink refill compatible with All-in-One Ink Tank Printer with ADF (Cyan)	46	
PCS	Bottled ink refill compatible with All-in-One Ink Tank Printer with ADF (Magenta)	46	
PCS	Bottled ink refill compatible with All-in-One Ink Tank Printer with ADF (Yellow)	46	
	Delivery Schedule: 30 Calendar days Upon Receipt of Purchase Order.		



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FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name : _____

Branch: _____

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

Supply and Delivery of Printer and Ink Bottle Refills (Black, Cyan, Magenta, Yellow)(LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
<div style="background-color: #ffc107; width: 15px; height: 10px; margin-bottom: 5px;"></div> <p style="text-align: center;">Five Hundred Sixteen Thousand Six Hundred Fifty Hundred Pesos (PHP 516,650.00)</p>	<p>In Words:</p> <hr/> <p>In Figures:</p> <hr/> <hr/>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es

