

Republic of the Philippines  
Department of Trade and Industry  
**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2023-0083

**REQUEST FOR QUOTATION  
(SHOPPING)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**PROCUREMENT OF FIFTEEN (15) UNITS ALL-IN-ONE INKJET PRINTER**

Approved Budget for the Contract	: PHP 25,200.00 PER UNIT OR A TOTAL OF PHP 378,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 17 June 2023, 05:00PM
Opening of Bids	: 18 June 2023, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

The *Notice of Award* shall only be issued to the lowest calculated and responsive bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

*Eligibility Documents (1st Envelope / Compressed Folder)*

- 1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration**  
*Expired Mayor's permit with Official Receipt of renewal application shall be accepted provided that the renewed permit shall be submitted before the award of the contract.*
- 2. Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)**  
*PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.*
- 3. Brochure with Specifications**

*Financial Bid (2nd Envelope / Compressed Folder)*

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- Online submission to the BAC Secretariat through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph). A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents and Financial Bid as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. (02) 8-831-2201 local 309/294 or email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

  
**ATTY. ANNA GRACE I. MARPURI**  
Chairman, Bids and Awards Committee

## REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above       Small Value Procurement with ABC of Php 50,001 and above  
 Lease of Real Property and Venue       Others:

Date: 11 July 2023

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

RFQ No.: 2023-0083

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

Contact No.: \_\_\_\_\_

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed, and stamped in an envelope or compressed folder and submitted to CITEM BAC / [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

Deadline of Submission of Eligibility Documents and Financial Bid: **17 July 2023**

Time: **05:00PM**

Schedule of Opening of Bid: **18 July 2023**

Time: **02:00PM**

Venue: **Zoom**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
15	unit	<p style="text-align: center;"><b>PROCUREMENT OF ALL-IN-ONE INKJET PRINTER</b></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 25,200.00 PER UNIT OR A TOTAL OF PHP 378,000.00</u></p> <p><b>Specifications:</b></p> <ol style="list-style-type: none"> <li><b>1. PRINTER TYPE</b> <ul style="list-style-type: none"> <li>- Print, Scan, Copy, Fax with ADF</li> </ul> </li> <li><b>2. PRINTING TECHNOLOGY</b> <ul style="list-style-type: none"> <li>- Print Method: PrecisionCore Printhead</li> <li>- Nozzle Configuration: 400 x 1 nozzles Black, 128 x 1 per Colour (Cyan, Magenta, Yellow)</li> <li>- Minimum Ink Droplet Size: 3.8 picoliters</li> <li>- Automatic 2-sided Printing: Yes (up to A4)</li> <li>- Max Resolution: 4800 x 1200 dpi (with Variable-Sized Droplet Technology)</li> </ul> </li> <li><b>3. PRINT SPEED</b> <ul style="list-style-type: none"> <li>- Draft, A4 (Black / Colour) Up to 33.0 ppm / 20.0 ppm*2</li> <li>- Photo Default - 10 x 15 cm / 4 x 6 ": Approx. 69 sec per photo*2 / 92 sec per photo*2</li> <li>- First Page Out Time from Ready Mode (Black / Colour): Approx. 9 sec / 15 sec*2</li> </ul> </li> <li><b>4. SCANNING</b> <ul style="list-style-type: none"> <li>- Scanner Type: Flatbed colour image scanner</li> <li>- Sensor type: CIS</li> <li>- Optical Resolution: 1200 x 2400 dpi</li> <li>- Maximum Scan Area: 216 x 297mm (8.5 x 11.7")</li> </ul> </li> <li><b>5. SCAN SPEED</b> <ul style="list-style-type: none"> <li>- Flatbed (Black / Colour): 200dpi: 12 sec / 27 sec</li> <li>- ADF Monochrome (Simplex): 200dpi: 5.0 ipm</li> <li>- ADF Colour (Simplex): 200dpi: 5.0 ipm</li> </ul> </li> <li><b>6. COPYING</b> <ul style="list-style-type: none"> <li>- Maximum Copies from Standalone: 99Copies</li> <li>- Maximum Copy Size: Legal</li> <li>- Max Copy Resolution: 600 x 600 dpi</li> <li>- A4 Simplex ADF (Black / Colour): Up to 60 sec / 82 sec</li> </ul> </li> <li><b>7. FAX FUNCTION</b> <ul style="list-style-type: none"> <li>- Type Of Fax: Walk-up Black-and-white and Colour Fax Capability</li> <li>- Receive Memory / Page Memory: 1.1 MB, Page memory up to 100 pages</li> <li>- Fax Speed (Data Transfer Rate): Up to 33.6kbps, Approx. 3sec/page</li> <li>- Fax Resolution: Up to 200 x 200 dpi</li> <li>- Transmission Paper Size (Flatbed): Letter, A4</li> <li>- Receiving Paper Size: Letter, A4, Legal</li> </ul> </li> </ol>		

		<p><b>8. PAPER HANDLING</b></p> <ul style="list-style-type: none"> <li>- Number of Paper Trays: 1</li> <li>- Standard Paper Input Capacity: Up to 250 sheets of Plain Paper (80 g/m<sup>2</sup>), Up to 20 sheets of Premium Glossy Photo Paper</li> <li>- Output Capacity: Up to 30 sheets of Plain Paper (80 g/m<sup>2</sup>), Up to 20 sheets of Premium Glossy Photo Paper</li> <li>- 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</li> <li>- Maximum Paper Size: 215.9 x 1200 mm (8.5 x 47.24 ")</li> <li>- Print Margin: 0mm top, left, right, bottom via custom settings in printer driver</li> </ul> <p><b>9. INTERFACE</b></p> <ul style="list-style-type: none"> <li>- USB 2.0, Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct, NFC</li> </ul> <p><b>10. ONE YEAR WARRANTY</b></p> <p><b>11. VAT INCLUSIVE</b></p>		
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**Terms and Conditions:**

- 1) Delivery period: \_\_\_\_\_ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax and other charges.**
- 3) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.

  
**ATTY. ANNA GRACE I. MARPURI**  
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above-mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood, and shall conform with the terms and conditions of this requirement.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
**Signature over printed name of the Authorized Company Representative**

Designation: \_\_\_\_\_

Telephone No(s): \_\_\_\_\_

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