

**REQUEST FOR QUOTATION**

**Procurement of Various Office Supplies for the OED**

P.R. No./Date Received: 2021-09-0114/ 13 September 2021

RFQ/P No. / Date: 2021-11-0131 / 15 November 2021

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

**Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to [procurement@phcc.gov.ph](mailto:procurement@phcc.gov.ph) or [jffuna@phcc.gov.ph](mailto:jffuna@phcc.gov.ph) on or before **23 November 2021, 5:00 PM** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306) 5% R-VAT** and **(BIR 2307) 1% (PO) or 2% (JO) deductions**.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference / Technical Specifications Sheet**.

Very truly yours,



**MA. CELESTE S. DIZON**  
Head, PBAC Secretariat

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	1	₱ 14,990.00	Printer			
2	2	₱ 8,000.00	Electric Fan			
3	2	₱ 29,980.00	Air Purifier			
4	1	₱ 2,000.00	Ringlight with Stand			
5	1	₱ 6,000.00	USB Microphone			
			(Please see attached Technical Specifications)			
<b>Total ABC</b>		<b>₱ 60,970.00</b>	<b>TOTAL Amount (Per Item purchase):</b>			
<b>Delivery Instructions:</b>		<b>Delivery shall be within 10 calendar days after the receipt of Purchase/Job Order.</b>				

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : \_\_\_\_\_

Designation/Position : \_\_\_\_\_

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

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

Telephone / Fax : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_



## Specifications

DESCRIPTION/MINIMUM SPECIFICATION
<p><b>1. AIR PURIFIER</b></p> <ul style="list-style-type: none"> <li>• At least 21 sqm Air Purifier with Humidifier</li> <li>• Standby Power: 0.9 Watt</li> <li>• Tank Capacity: 1.5 L</li> <li>• Humidifying System</li> <li>• HEPA Filter</li> <li>• Deodorizing Filter</li> <li>• Special Modes</li> <li>• Anti-Dust Mode</li> <li>• Automatic Humidity Mode</li> <li>• Micron-mesh Pre-filter</li> <li>• Humidifying Filter</li> <li>• Color White</li> <li>• Voltage/Frequency: 220–240V, 50/60Hz</li> <li>• Fan Speed Mode: 3 (Max/Med/Auto)</li> <li>• Power Cord Length: 2.0 m</li> <li>• Plug Type: Type C (2-pin)</li> <li>• Dimension (WxHxD) – 380 x 571 x 197 mm</li> <li>• Recommended Area: 21 m<sup>2</sup> (Air Purify) &amp; 17 m<sup>2</sup> (Humidify)</li> <li>• With at least one (1) Year Warranty on Parts and Services</li> </ul>
<p><b>2. STAND FAN</b></p> <ul style="list-style-type: none"> <li>• 16" stand fan</li> <li>• Round wooden base design</li> <li>• Adjustable height standpipe</li> <li>• Durable ABS-plastic motor cover construction</li> <li>• 4-leaves metal fan blade design</li> <li>• TCO (thermal cut-out) fuse</li> <li>• Double-insulated power cord</li> <li>• 90° oscillation</li> <li>• Adjustable Tilt (Up and Down)</li> <li>• 3-speed non-continuous rotary switch</li> <li>• With at least one (1) year warranty</li> </ul>
<p><b>3. Ring Light with Stand</b></p> <ul style="list-style-type: none"> <li>• Minimum 33 cm Led Ring Light</li> <li>• At least three-color light adjustment</li> <li>• At least 10 level brightness</li> <li>• At least 2.5m adjustable tripod stand with phone holder</li> <li>• 360 degrees adjustable lightning angle</li> <li>• Aluminum Alloy Light Stand</li> </ul>



Management  
System  
ISO 9001:2015  
  
www.tuv.com  
ID 9108652446



- Stable and Adjustable
- USB Powered – Works with devices that support USB port
- Comes with carrying bag for convenient storage and carry
- With at least one (1) year warranty

#### **4. USB Microphone**

- USB Microphone
- At least Four (4) selectable polar patter ( Stereo, Omnidirectional, Cardioid, Bidirectional)
- Tap to mute sensor led indicator
- Anti-vibration shock mount
- Flexible and adjustable stand
- Multi devise and program compatibility
- With at least one (1) year warranty

## Technical Specifications


Printer				
Qty.	Unit	Description/Minimum Specification	Est. Cost	Amount
1	Unit	<ul style="list-style-type: none"> <li>• Printer Type: Print, Scan, Copy, Fax with ADF</li> <li>• Printer Speed               <ul style="list-style-type: none"> <li>○ Photo Default - 10 x 15 cm / 4 x 6 ": Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)</li> <li>○ Draft, A4 (Black / Colour): Up to 33 ppm / 15 ppm</li> <li>○ ISO 24734, A4 Simplex (Black / Colour): Up to 10 ipm / 5.0 ipm</li> <li>○ First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec</li> </ul> </li> <li>• Copying               <ul style="list-style-type: none"> <li>○ Maximum Copies from Standalone: 99 copies</li> <li>○ Reduction / Enlargement: 25 – 400 %, Auto Fit Function</li> <li>○ Maximum Copy Resolution: 600 x 600 dpi</li> <li>○ Maximum Copy Size: Legal</li> <li>○ Copy Quality: Draft / Standard / Best Quality</li> <li>○ ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 7.7 ipm / 3.8 ipm</li> </ul> </li> <li>• Scanning:               <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 297 mm (8.5 x 11.7")</li> <li>○ Scanner Bit Depth (Colour): 48-bit input, 24-bit output</li> <li>○ Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output</li> <li>○ Scanner Bit Depth (Black &amp; White): 16-bit input, 1-bit output</li> <li>○ Scan Speed (Flatbed / ADF (Simplex)): 200dpi, Black: 12 sec / 4.5 ipm</li> <li>○ 200dpi, Colour: 29 sec / 4.5 ipm</li> </ul> </li> <li>• ADF Specifications:               <ul style="list-style-type: none"> <li>○ Support Paper Thickness: 64 – 95 g/m2</li> <li>○ Paper Capacity: 30 pages (A4), 10 pages (Legal)</li> </ul> </li> <li>• Paper Handling:</li> </ul>	PhP14,490.00	PhP14,490.00

	<ul style="list-style-type: none"> <li>○ Number of Paper Trays: 1</li> <li>○ Paper Hold Capacity: Input Capacity: Up to 100 sheets-A4 / Letter Plain paper (80 g/m2), Up to 20 sheets-Premium Glossy Photo Paper, 10 sheets-Envelope, 30 sheets-Postcard</li> <li>○ Output Capacity: 30 sheets A4 Plain Paper, 20 sheets Premium Glossy Photo Paper</li> <li>○ Maximum Paper Size: 215.9 x 1200 mm (8.5 x 47.24")</li> <li>○ Paper Feed Method: Friction feed</li> <li>○ Paper Size: Legal, Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 4 x 6", Envelopes: #10, DL, C6</li> <li>● Supported OS: <ul style="list-style-type: none"> <li>○ Windows 10 and Mac OS</li> <li>○ Windows Server 2003 / 2008 / 2012 / 2016</li> </ul> </li> <li>● Automatic Document Feeder</li> <li>● Ethernet &amp; Wi-Fi Direct</li> <li>● Availability: Yes</li> <li>● Delivery period: 30 to 45 days</li> <li>● Warranty: 1 year</li> </ul>		
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Prepared by:

  
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ITO - II

Reviewed by:

  
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ITO - III