



**REQUEST FOR QUOTATION
 NO.: RFQ-2025-020**

Date: April 22, 2025

Name of the Company : _____
Address : _____
Contact No. : _____
PhilGEPS Registration No. : _____

Sir/Madam:

Please quote your best offer (lowest net, price, taxes, and government discount terms included) and **submit your Quotation duly signed by you or your duly authorized representative not later than April 28, 2025 @ 9:00 AM** for:

Name of the Project : **SUPPLY AND DELIVERY OF PHOTOCOPIERS FOR VARIOUS OFFICES UNDER AC1**
Location : **LAOAG INTERNATIONAL AIRPORT**
Terms of Reference :

Sealed quotations must be submitted either personally to Ms. Josephine R. Flores, Head, Secretariat of the Bids and Awards Committee of CAAP Area I (BAC Area I) or e-mail at bac_area1@caap.gov.ph. For any clarification, do not hesitate to contact us through the contact information seen below.

Aside from the Terms and Conditions provided at the back portion of this RFQ, please observed the following general conditions:

1. **The following documents must be attached upon submission of the Quotation:**
 - a) Mayor's Permit
 - b) PhilGEPS Certificate of Registration
2. All quotations shall be considered as fixed price and not subject to price escalation during the contract implementation.
3. Payment shall be made through check.


ATTY. RIZZA JOY S. VALLESTERO
 Chairperson, Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/We submit our quotations for the following item/s:

ITEM DESCRIPTION (SPECIFY THE BRAND AND MODEL OF YOUR OFFER/PROPOSAL, IF APPLICABLE)	APPROVED BUDGET OF THE CONTRACT (ABC)	OFFER*						REMARKS
		PRICE				Compliance w/ Technical Specifications		
		QTY	UNIT	Unit Price	Total Price	Yes	No	
1. One (1) unit Colored A3 Copier, Printer, Scanner with Smart Operation Panel 10.1-inches and Automatic Reverse Document Feeder WITH One (1) unit B/W Copier,	₱294,000.00	1	lot					



Printer & Scanner with Automatic Revers Document Feeder							
<p>A. Technical Specifications of the one (1) unit colored A3 Copier, Printer, Scanner with Smart Operation Panel 10.1 inches and Automatic Reverse Document Feeder:</p> <ul style="list-style-type: none"> ➤ Operational Panel: 10.1" Operational Panel ➤ Continuous Output Speed: 20ppm ➤ Memory: Standard - 6GB (2GB Mainframe + 4GB Smart Operational Panel) ➤ HDD: 256 GB SSD ➤ ARDF Capacity: 100 sheets ➤ Power Source: 220-240V 50/60Hz ➤ Recommended Paper Size: Envelopes, B6 to SRA3 ➤ Scanning Speed: 80 ppm - via ARDF (200/300 dpi) ➤ Print from USB/Flash Drive: Supported ➤ Scan to USB/Flash Drive: Supported <p>COPIER:</p> <ul style="list-style-type: none"> ➤ Multiple Copying: Up to 999 copies ➤ Resolution: 100, 200, 300, 400, 600 dpi ➤ Zoom: From 25% to 400% in 1% step <p>PRINTER:</p> <ul style="list-style-type: none"> ➤ CPU: ApolloLake E3930 1.3 GHz ➤ Print Resolution: 1,200 x 1,200 dpi ➤ Maximu: 4,800 x 1,200 dpi equivalent ➤ Printer Language (Standard): PCL5x, PCL6, Postcript 3 (emulation), PDF 							



<p>direct (emulation)</p> <ul style="list-style-type: none"> ➤ Network Interface (Standard): Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B ➤ Windows® environments: <ul style="list-style-type: none"> Windows® 8.1, Windows® 10, Windows® 11, Windows® Server 2012, Windows® Server 2012 R2, Windows® Server 2016, Windows® Server 2019, Windows® Server 2022 ➤ Mac OS Environments: Macintosh OS X10.15 or later ➤ UNIX Environments: UNIX Sun® Solaris, HP-UX, SCO OpenServer, Redhat® Linux Enterprise, IBM® AIX ➤ SAP® Environments: SAP® R/3® SAP® S/4® ➤ Other Supported Environment: IBM Series ➤ Print from USB/Flash Drive: Supported <p>SCANNER:</p> <ul style="list-style-type: none"> ➤ Scanning Speed: 80 ppm - via ARDF (200/300dpi) ➤ Resolution: 100, 200, 300, 400, 600, 1200 dpi (maximum) Note: 1200 dpi scanning is supported only with A5 or smaller paper size ➤ File formats: Single Page TIFF, Single Page JPEG, Single Page High Compression PDF, Single Page PDF-A, Multi Page TIFF, Multi Page PDF, Multi Page High Compression PDF, Multi Page PDF-A ➤ Scan Moddes: Folder, 								
--	--	--	--	--	--	--	--	--



<p>USB</p> <ul style="list-style-type: none"> ➤ Scan to USB/Flash Drive: Supported <p>WITH FREE:</p> <ol style="list-style-type: none"> 1. 1 crg toner, Black 2. 1 crg toner, Cyan 3. 1 crg toner, Magenta 4. 1 crg toner, Yellow 5. 1 piece cabinet <p>* To be delivered at the New Admin Office of Laoag International Airport</p> <p>B. Technical Specifications of the one (1) unit B/W Copier, Printer & Scanner with Automatic Reverse Document Feeder:</p> <ul style="list-style-type: none"> ➤ Features: Print/Scan/Copy ➤ Operation Panel: 4-Line LCD ➤ Warm-up Time: 19 seconds ➤ First Output Speed: 27 ppm ➤ Memory: Standard - 512MB ➤ ARDF Capacity: 50 sheets ➤ Dimensions (WxDxH): 587 x 581 x 639mm ➤ Recommended Paper Size: B6 to A3 ➤ Paper Input Capacity: Standard - 500 sheets ➤ Power Source: 220-240V 50/60Hz <p>COPIER:</p> <ul style="list-style-type: none"> ➤ Multiple copying up to 999 copies ➤ Resolution: 600 dpi ➤ Zoom from 25% to 400% in 1% steps <p>PRINTER:</p> <ul style="list-style-type: none"> ➤ Printer Language: Standard - GDI ➤ Print Resolution: 600 x 600 dpi ➤ Network Interface 							
---	--	--	--	--	--	--	--



<p>Standard: Ethernet (1000/100/10BASE), USB 2.0 Type B x1</p> <p>➤ Mobile Printing Capability: Apple Airprint™, Mopria</p> <p>➤ Windows® environments: Windows® 7/8/8.1/10, Windows® Server 2003/2008/2012/2016</p> <p>SCANNER:</p> <p>➤ Scanning Speed: Mono - 18ipm, Color - 6ipm</p> <p>➤ Resolution Maximum: 600dpi</p> <p>➤ Compression Method: MH/MR/MMR, JPEG</p> <p>➤ File Formats: Single Page TIFF, Multi Page TIFF, Single Page JPEG, Single Page PDF, Multi Page PDF</p> <p>➤ Scan Modes: Folder, USB</p> <p>With FREE:</p> <p>1. 1 crg toner 2. 1 piece cabinet</p> <p>* To be delivered at the Admin Office of Baguio Airport</p>								
TOTAL ABC	₱294,000.00							
GRAND TOTAL:								

Note: Quotation for each item must not exceed the ABC per item.

**Signature over Printed Name
Supplier/Dealer/Contractor**





TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotation/s shall be denominated in Philippine Peso which includes all taxes, duties and/or levies payable.
4. Quotations exceeding the ABC shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. Further, the most advantageous to the government to the point of quality of materials and prices as well as the responsiveness of the bids shall be the basis of the award.
6. *The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding or not award the contract in any of the following conditions set forth by Sec. 41 (Reservation Clause) of the Revised IRR of RA 9184.*
7. The Supply Office of LIA shall have the right to inspect and to test the goods to confirm their conformity to the technical specifications.
8. **Date of Completion/Delivery:** In case of an approved POW, within the period stated therein. While, in cases of regular procurement, within 7-10 days or less, after the issuance of the Purchase Order. Further, any request of extension shall be sent to the End-User/Implementing Facility concern.
9. **Mode and Terms of Payment:** Within ten (10) working days after the supplies/materials and labor/service have been inspected and accepted, respectively, through a check issued by the procuring entity.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. This Office (LIA) shall rescind 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.

NOTE: The aforementioned Terms and Conditions shall be without prejudice to any provisions of a Contract which will be executed by and between the Procuring Entity and Contractor/Supplier/Dealer in order to conform with the requirements set forth by RA 9184.

