



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

REQUEST FOR QUOTATION
RFQ No. 007-02-19-19
19 February 2019

The Supreme Court of the Philippines, through the Property Division, Office of the Court Administrator (OCA), is requesting for a formal price quotation for the supply and delivery of monochrome printer, in accordance with Republic Act 9184, otherwise known as the Government Procurement Reform Act.

Delivery Date: Thirty (30) calendar days upon receipt of the Purchase Order
Delivery Place: Supreme Court of the Philippines/PhilPost Corp., Port Area, Manila

Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed Price Quotation (Annex A) form in a **sealed envelope** not later than **4:30 p.m. on 22 February 2019**. Quotations submitted after the said deadline shall not be accepted.

Quotations must be valid for a period of sixty (60) calendar days from the date of submission.

Award shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein. Any interlineations, erasures or overwriting shall be void unless signed or initialled by the bidder or its duly authorized representative.

The Supreme Court shall have the right to inspect and / or test the goods to confirm their conformity to the technical specifications. Liquidated damages equivalent to one-tenth of one percent (0.0001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Supreme Court shall cancel the Purchase Order once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount, without prejudice to other courses of action and remedies open to it. The Supreme Court reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Very truly yours,



TENOSO B. LIBED
*In-Charge, Property Division,
Office of the Court Administrator*

PRICE QUOTATION FORM

Date: _____

TENIOSO B. LIBED

*In-Charge, Property Division
Office of the Court Administrator
Supreme Court of the Philippines
Tel. 525-1270; Telefax 525-7036*

After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our proposal as follows:

| Description of Items and Specifications | Qty. | Unit Price | Total Bid Price |
|---|-----------------|------------|-----------------|
| 3-in-1 MONOCHROME LASER PRINTER (please see attached specifications) | 50 units | | |

Delivery Date: **Thirty (30) calendar days upon receipt of the Purchase Order**

The above quoted prices are inclusive of all costs and applicable taxes and valid for sixty (60) days.

Very truly yours,

Signature over Printed Name_____
Position_____
Company Name_____
Company Address_____
Contact No.

Mayor's Permit No. _____
DTI or SEC Registration Certificate No. _____
PhilGEPS Registration No. _____

BRANDED AND BRAND NEW 3-in-1 MONOCHROME LASER PRINTER (when shared through a wired network)

| <i>Item</i> | <i>Minimum Specifications</i> | <i>Supporting Documents to be Submitted</i> |
|-------------------------------|--|---|
| ISO Certification | Manufactured by an ISO 9001 or ISO 9002 certified Factory | Certified true copy of ISO certification |
| Quality Assurance | <ul style="list-style-type: none"> ▪ The equipment shall be brand new and free from defects. ▪ The equipment shall not be an End-of-Life (EOL) model at the time of the bidding and the service provider shall ensure availability of the model's spare parts and components for a period of five (5) years from the start of this contract. ▪ The unit shall be a standard model that is readily-available in the Philippine Market and not custom-built for this purpose. | Brochure and/or certification from the manufacturer |
| Printer Technology | <ul style="list-style-type: none"> ▪ 3 in 1 (Scan, Copy and Print) ▪ Monochrome Laser Printer ▪ Flatbed with Automatic Document Feeder | Brochure and/or certification from the manufacturer |
| Memory | At least 32MB | |
| Print Speed | <ul style="list-style-type: none"> ▪ A4 Standard: Up to 26 page per minute ▪ A4 Duplex: Up to 10 sides per minute | |
| Print Resolution | HQ (2,400 x 600 dpi or 1200 x 1200 dpi), 600dpi, 300dpi | |
| Copy Speed | Up to 26 copies per minute | |
| Copy Resolution | 600 x 600 dpi | |
| Scan Resolution | <ul style="list-style-type: none"> ▪ Up to 600 x 2,400 dpi or 1200 x 1200 dpi from glass ▪ Up to 600 x 600 from ADF | |
| Media Types | <ul style="list-style-type: none"> ▪ Standard paper tray ▪ Plain paper ▪ Thin paper ▪ Manual feed slot ▪ Bond paper ▪ Labels and envelopes | |
| Media Sizes | <ul style="list-style-type: none"> ▪ Legal ▪ US Folio ▪ Letter ▪ A4 ▪ B5 (ISO/JIS) ▪ B6 (ISO) | |
| Interfaces | <ul style="list-style-type: none"> ▪ High Speed USB 2.0 ▪ RJ-45/Ethernet | |
| Operating System Requirements | <ul style="list-style-type: none"> ▪ Windows 7, 8, 8.1, 10 (32bit/64bit), ▪ Mac OS 10.7 and above | |
| Accessories | <ul style="list-style-type: none"> ▪ Printer Driver Software ▪ USB printer cord ▪ Power cord | (To be verified during inspection) |