



September 19, 2022

Date

**REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT**

INSTRUCTION:

- Bidders are required to read the instructions and fill all the blanks properly, Prospective Bidders/Suppliers are required to use this official canvass form in accomplishing their bid proposals/quotation.
- Any specifications other than those required/stated in this form shall not be considered in their evaluation of bid.
- Quotation must be the lowest price(s), taxes included for the item(s) services listed hereunder including delivery charges.
- Always indicate the brand name of the offered items (s) or product.
- Price quotation(s) submitted shall be valid for ONE HUNDRED TWENTY DAYS (120) days reckoned from the deadline for submission of quotations.
- Terms of payment-Thirty (30) days from delivery of items(s)
- Only sealed quotations shall be considered by BAC. The Bidders/Suppliers or Authorized Representative shall indicate on the envelope the RFQ Number and the company name of the bidder/supplier.**
- Awarding shall be done by **LOT /CATEGORY** only.
- Delivery and/or Installation Period: 60 working days upon receipt of Notice to Proceed

ADMIN DEADLINE FOR SUBMISSION OF BIDS
2022-09-

September 22, 2022

4:00 PM

Date

Time

PR No. 224 End-user: MARITES C. GEALONE ABC: 195,000.00

Qty.	Unit		ABC (PhP)	Offered brand	Unit price	Total cost
3	unit	Multi Function Printer	195,000.00			
		Specifications:				
		Functions: Print, Scan, Copy, Fax (ADF up to A3)				
		Printing color: 4 colors (CMYK)				
		Inks/Consumables: All Pigment / 4 colors (bottled)				
		Borderless Printing: YES				
		Printing Speed (Simplex): 25ppm				
		Duplex Printing				
		Scanning Speed (Simplex/Duplex): 26ppm/9ppm				
		Copy Resolution: 600 x 1200				
		Print Resolution: 4800 x 1200				
		Scan Resolution: 1200 x 2400				
		Duplex Scanning: 3 Pass				
		Scanner ADF Capacity: 50 pages				
		Number of Paper Trays Included: Std. 2 trays				
		USB Direct Print/Scan: YES				
		Connectivity: USB 3.0, Wifi, Wifi Direct, LAN				
		Paper sizes: A3+, A3, A4, B5, A5, A6, 5x7" < 4x6", Legal, Letter, Envelopes: #10, DL, C6, C4				
		Power Consumption: 18W				
		Warranty: 2 years or 80,000 pages which comes first				
		Each unit must have a 3 sets of genuine inks				
		Cyan: 6,000 composite pages (70ml)				
		Magenta: 6,000 composite pages (70ml)				
		Yellow: 6,000 composite pages (70ml)				
		Black: 7,500 pages (127ml) (3 pcs)				
		Maintenance Box (2pcs each unit)				
		Delivery period: 60 working days or less				
		Place of delivery: BAI Central Office				

LOLITA M. JUMALON

G-EPS Posted

PAUL C. LIMSON, DVM

Chair, Bids and Awards Committee

CANVASSER'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Bureau of Animal Industry.

(Signature Over Printed Name)

Authorized Canvasser

The BAI Bids and Awards Committee (BAC)

Visayas Avenue, Diliman, Quezon City

Sir/Madam:

In connection with the above request, I/We hereby submit our quotation indicated above. I/We have carefully read and fully understand the minimum requirements and agree to furnish and/or effect delivery in conformity with specifications any or all said articles/services described above within _____ working days from receipt of Purchase Order.

Signature Over Printed Name

Name of Company

Tax Identification Number

(To be filled by Supplier)

GF BAI-122 Request for Quotation Form

Rev. No.: 03

Nov. 15, 2021

Telephone number(s)

Address

Date accomplished

Mandatory Requirements for submission:

- ✓ Mayor's Permit (Updated)
- ✓ PhilGEPS Registration/Certificate (Updated)
- ✓ Income Tax Return (for ABCs above P500k)
- ✓ Omnibus Sworn Statement (For ABCs above P50K) (Unnotarized OSS may be submitted provided that the notarized OSS shall be submitted prior to issuance of Notice of Award.