

Civil Service Commission
Constitution Hills, Batasan Pambansa Complex Diliman, Quezon City

REQUEST FOR QUOTATION

RFQ No. : 2023-176
Date: 9/8/2023
PR No./End-User : 2023-08-1042 (IRMO)


Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. / E-Mail : _____
PhilGEPS Reg. No. : _____
TIN No. : _____

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Prospective supplier who will submit a proposal with the lowest calculated and responsive offer / quotation shall be selected. **As a condition for award**, the selected supplier will be required to submit a copy of its **updated PhilGEPS Registration** or **Mayor's / Business Permit**, whichever is applicable, or both, as the case maybe. The updated ***Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit. **If awarded**, you will be required to submit a ***duly notarized Omnibus Sworn Statement** in accordance with the attached format (**Annex B**), together with the ***signed copy of Purchase Order (PO) prior to the date of event / delivery / installation**.

Please accomplish and submit this form and all the **required documents** to Procurement Management Division - OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City or fax it through number **931-8029** or email to **csc.ofam.pmd@gmail.com** not later than **13 September 2023 @ 9:00 a.m.**



EDGARDO M. WYCO
931-7935; 931-7939; 931-8092 Loc. 508



SAM V. MANGLICMOT
Chief Administrative Officer
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:

1. Award shall be made on per: **Item Basis** **Lot Basis** **Total Quoted Price**
2. Goods/Services shall be rendered on _____
3. Place / time of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time
4. Please indicate Warranty: _____
5. Technical specification with asterisks (*) are mandatory. **For goods**, please indicate brand, model and country of origin.
6. Bidders shall provide **correct and accurate information** required in this form.
7. Quotations exceeding the Approved Budget for the contract shall be rejected.
8. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
9. Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
10. Payment shall be made through Land Bank's **LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)/Bank Transfer Facility.**
Account Name: _____ **Account Number:** _____
Bank Name: _____ **Branch:** _____
"Note: Non-Land Bank of the Philippines accounts shall be charged a service fee.
11. Liquidated Damages/Penalty: **amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**
12. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
13. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
14. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
15. **NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."**

Printed Name/Signature
Authorized Representative of the Service Provider

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No. 2023-176
 Date: 08-Sep-23
 PR No./End-User: 2023-08-1042 (IRMO)

Company Name : _____
 Address : _____
 Tel No. & Fax No. : _____
 Mobile No. : _____
 PhilGEPS Reg. No. _____
 TIN No. _____

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE	
1	External Hard Drive 5TB	5	pc.						
2	Color Printer	3	pc.						
	<i>Approved Budget for the Contract: PhP110,000.00.</i>								
	xxxxxxxx-Nothing Follows-xxxxxxxx								


EDGARDO M. WYCO
 Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider

Continuous Ink Supply System (CISS) Color Printer

TECHNICAL SPECIFICATIONS

Printer Type:

Printer Type: Print, Scan, Copy with ADF

Printing Technology:

Print Method: PrecisionCore Printhead

Printer Language: ESC/P-R, ESC/P Raster

Nozzle Configuration: 400 x 1 nozzles (Black), 128 x 1 nozzles per Colour (Cyan, Magenta, Yellow)

Maximum Resolution: 4800 x 1200 dpi

Automatic 2-sided Printing: Yes

Print Speed:

Draft, A4 (Black / Colour): Up to 37.0 ppm / 23.0 ppm^{*2}

ISO 24734, A4 Simplex (Black / Colour): Up to 17.0 ipm / 9.5 ipm^{*2}

ISO 24734, A4 Duplex (Black / Colour): Up to 7.5 ipm / 5.0 ipm^{*2}

First Page Out Time from Ready Mode (Black / Colour): Simplex: Up to 7.0 sec / 11.0 sec^{*2}

Copy Function:

Reduction / Enlargement: 25 - 400% **Maximum Copy Size:** Legal **Copy**

Resolution: 600 x 600 dpi **Max Copies:** 99 copies

Copying:

ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 12.0 ipm / 6.0 ipm **ISO 24735,**

A4 Simplex ADF (Black / Colour): Up to 10.0 ipm / 4.5 ipm

Scanning:

Scanner Type: Flatbed colour image scanner

Sensor Type: CIS

Optical Resolution: 1200 x 2400 dpi

Maximum Scan Area: 216 x 297 mm

Scanner Bit Depth (Colour): 48-bit input, 24-bit output

Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output

Scanner Bit Depth (Black & White): 16-bit input, 1-bit output

Scan Speed:

Flatbed (Black / Colour): 200dpi: 12 sec / 27 sec

ADF Monochrome (Simplex / Duplex): 200dpi: 6.0 ipm

ADF Colour (Simplex / Duplex): 200dpi: 5.0 ipm

ADF Specifications:

Support Paper Thickness:64-95 g/m²

Paper Capacity:35 sheets (A4 Paper)
10 sheets (Legal)

Paper Handling:

Number of Paper Trays:2 (Front 1, Rear 1)

Standard Paper Input Capacity:Cassette 1: Up to 250 sheets of Plain Paper (80 g/m²), up to 20 sheets of Premium Glossy Photo Paper.

Rear Slot: 1 sheet (80 g/m²)

Output Capacity:Up to 30 sheets of Plain Paper (80 g/m²) Up to 30 sheets of Plain Paper (80 g/m²) Up to 20 sheets of Premium Glossy Photo Paper

Up to 20 sheets of Premium Glossy Photo Paper

Maximum Paper Size:215.9 x 1200 mm

Paper Sizes:Legal, Indian Legal, Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 8.5 x 13", 5 x 7", 4 x 6", Legal (8.5 x 14") Envelopes: #10, DL, C6

Print Margin:3 mm top, left, right, bottom via custom settings in printer driver

Supported OS and Applications:

Operating System Compatibility:Windows XP / XP Professional / Vista / 7 / 8 / 8.1 / 10, Windows Server 2003 / 2008 / 2012 / 2016

Only printing functions are supported for Windows Server OS

Mac OS X 10.6.8 or later

Noise Level:

PC Printing / Plain Paper Default*²:Sound Power (Black / Colour) 6.4 / 6.8 B(A)

Sound Pressure (Black / Colour) 51 / 55 dB(A)

Dimensions and Weight:

Dimensions (W x D x H):375 x 347 x 346 mm

Weight:7.3 kg

Electrical Specifications:

Rated Voltage:AC 220-240 V

Rated Frequency:50 - 60 Hz

Operating:12.0 W

Sleep:0.9 W

Power Off:0.2 W

Standby:5.4 W

Interface:

USB:USB 2.0

EXTERNAL HARD DRIVE 5TB

TECHNICAL SPECIFICATIONS

Capacity	:	5TB
Auto Backup Software	:	Yes
Data Security	:	NO
Interface	:	USB 3.0/2.0
Works with	:	Windows/Mac
Max Speed	:	120 MB/s
Enclosure	:	Aluminum

Capacity	5TB
Interface	USB 3.0/2.0
Dimensions (L x W x D)	4.539in x 3.15in x 0.823in (115.3mm x 80mm x 20.9mm)
Weight	0.584 lbs. (0.265 kg)
System Requirements	Windows 7 or higher Mac OS X 10.11 or higher Available SuperSpeed USB 3.0 port (required for USB 3.0 transfer speeds or backwards compatible with USB 2.0 ports at USB 2.0 speeds)
Warranty	2 years