



February 10, 2022

Date

**REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT (SVP)**

INSTRUCTION:

1. 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.
2. Any specifications other than those required/stated in this form shall not be considered in their evaluation of bid.
3. Quotation must be the lowest price(s), taxes included for the item(s) services listed hereunder including delivery charges.
4. Always indicate the brand name of the offered items (s) or product.
5. Price quotation(s) submitted shall be valid for ONE HUNDRED TWENTY DAYS (120) days reckoned from the deadline for submission of quotations.
6. Terms of payment-Thirty (30) days from delivery of items(s)
7. 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.
8. Awarding shall be done by **LOT** only.
9. Delivery and/or Installation Period: 14 working days upon receipt of Notice to Proceed

DEADLINE FOR SUBMISSION OF BIDS

February 16, 2022

4:00 PM

Date

Time

PR No. **ASF-2022-01-038** End-user: **SAMUEL JOSEPH M. CASTRO, DVM** ABC: **₱120,000.00**

Qty.	Unit	Item/Description	ABC (Php)	Offered brand	Unit price	Total cost
		SUPPLY AND DELIVERY OF PHOTOCOPIING MACHINE TO BE USED ON THE DISSEMINATION AND REPRODUCTION OF IEC MATERIALS OF THE NATIONAL ASF PREVENTION CONTROL PROGRAM				
1	unit	Photocopying Machine	120,000.00			
		Specifications:				
		~Type: Desktop				
		~Engine Speed (colour & B/W): A4: 25 ppm, 8 1/2" x 11": 24 ppm, A3 (11" x 17"): 11 ppm				
		~Control Panel Display: 7.0-inch colour LCD touchscreen				
		~Paper Size: Max. A3 wide (12" x 18"), min. A5 (5 1/2" x 8 1/2")				
		~Paper capacity (80 g/m ²): Standard: 600 sheets (500-sheet trays x 2 and 100-sheet multi-bypass tray) Maximum: 2,100 sheets				
		~Paper Weight: Tray: 60 g/m ² to 220 g/m ² (16 lbs bond to 80 lbs cover) Multi-bypass tray: 55 g/m ² to 300 g/m ² (13 lbs bond to 110 lbs cover)				
		~Warm-Up time: 45 sec.				
		~Memory: Standard of 2GB (copy/print shared) Option: 1GB, 250GB HDD				
		~Power Requirements: Rated local AC voltage JÀ10%, 50/60 Hz				
		~Power Consumption: max. 1.84 kW (220 to 240V)				
		~Dimensions (WxDxH) including document cover				
		583x617x834mm				
		~Weight: Approx. 73kg (161.0lbs)				
		~COPIER:				
		-Original Size: Max. A3 (11" x 17")				
		-First Copy Time: Full colour: 10.0sec. B/W: 7.4 sec				
		-Resolution: Max. 999 copies				
		-Continuous Copy: Scan (colour): 600 x 600 dpi, Scan (B/W): 600 x 600 dpi, 600 x 400 dpi, 600 x 300 dpi, Print: 600 x 600 dpi, 9,600 x 600 dpi				
		-Gradation: Equivalent to 256 levels				
		-Zoom Range: 25% to 400% (25% to 200% using RSPF) in 1% increments				
		-Preset copy ratios: Metric: 10 ratios (5R/5E), inch: 8 ratios (4R/4E)				

		-With NETWORK PRINTER:			
		-Interface: USB 2.0, 10Base-T/100Base-TX/1000Base-T			
		-Network Protocols: TCP/IP (IPv4, IPv6), IPX/SPX (NetWare), EtherTalk (AppleTalk)			
		-Printing Protocols: LPR, Raw TCP (port 9100), POP3 (e-mail printing), HTTP, FTP for downloading print files, EtherTalk printing, IPP			
		-Resolution: 600 x 600 dpi, 9,600 (equivalent) x 600 dpi			
		-Supported OS: Windows Server® 2008, 2008 R2, 2012, 2012 R2, 2016, Window Vista®, Windows® 7/8.1/10, MAC OS 10.4 to 10.13			
		-PDL: Standard: Sharp Advanced Printing Language-c, PCL 6 emulation			
		-Available fonts: 80 fonts for PCL, 136 fonts for Adobe® PostScript® 3™			
		-NETWORK SCANNER			
		-Scan method: Push scan (via control panel), Pull scan (TWAIN-compliant application)			
		-Speed: [Colour & B/W]Max. 31 originals/min.			
		-File formats: TIFF, PDF, PDF/A, encrypted PDF, JPEG, XPS			
		-Scan destinations: Scan to e-mail/FTP server/network folder (SMB)/USB drive			
		-Document Filing capacity: Main and custom folders: 20,000 pages or 3,000 files, Quick file folder: 10,000 pages or 1,000 files			
		-Stored jobs: Copy, print, scan, fax transmission			
		-Storage folders: Quick file folder, main folder, custom folder (max. 1,000 folders)			
		-Confidential storage: Password protection			
		-B/W Facsimile:			
		-Compression method: MH/MR/MMR/JBIG			
		-Communication protocol: Super G3/G3			
		-Transmission time: Less than 3 seconds			
		-Modem speed: 33,600 bps to 2,400 bps with automatic fallback			
		-Transmission resolution: From Standard (203.2 x 97.8 dpi) to Ultra Fine (406.4 x 391 dpi)			
		-Recording size: A3 to A5 (11" x 17" to 5 1/2" x 8 1/2")			
		-Memory: 512MB, max. 1GB			
		-Grey scale levels: Equivalent to 256 levels			
		GRAND TOTAL	₱120,000.00		

CAROL S. COLOMA
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 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

Telephone Number(s)

Address

(To be filled by Supplier)
Date accomplished

Mandatory Requirements for submission:

- | | |
|---|--|
| ✓ Mayor's Permit (Updated) | ✓ Income Tax Return (for ABCs above P500k) |
| ✓ PhilGEPS Registration/Certificate (Updated) | ✓ 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. |

PR No. ASF-2022-01-038
ABC: ₱120,000.00