



Republic of the Philippines  
Office of the President

PHILIPPINE SPORTS COMMISSION



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## REQUEST FOR QUOTATION

Date: October 10, 2024  
P.R. No. SE-2024-09-12-002

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/ Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

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The **Philippine Sports Commission**, through its Bids and Awards Committee, intends to procure **Supply and Delivery of Various IT Equipment for Registration/Accreditation Committee of BIMP-EAGA + Friendship Games 2024** accordance with **Section 53.9 Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than October 13, 2024 at 5:00 PM**. A copy of the following documents is required to be submitted, directly to the Bids and Awards Committee Office located at Room 207, Administration Building, RMSC, P. Ocampo Sr. St., Malate Manila:

- A. PHILGEPS Registration or PHILGEPS Certificate
- B. Omnibus Sworn Statement (notarized)
- C. 2024 Mayor's/Business Permit
- D. Updated Tax Clearance or Income Tax Return (ITR) for 2023

Quotations must be properly labeled with reference number on the project offered. In case the deadline falls on a non-working day, legal holiday, or special non-working holiday the deadline shall be on the next working day.

For any clarification, you may contact us at Telephone No. 8 523-9831 loc.143 or email address [pscprocurement@yahoo.com](mailto:pscprocurement@yahoo.com), [procurement@psc.gov.ph](mailto:procurement@psc.gov.ph) and copy [bac@psc.gov.ph](mailto:bac@psc.gov.ph)

  
DIR. PAULO FRANCISCO C. TATAD  
BAC Chairperson  
Bids and Awards Committee

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately
- (2) Do not alter the contents of this form in any way.
- (3) All Technical Specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS:	Statement of Compliance		
	YES	NO	REMARKS
<b>PROJECT NAME: Supply and Delivery of Various IT Equipment for Registration/Accreditation Committee of BIMP-EAGA + Friendship Games 2024</b>			
<b>LOT 1</b>			
<b>Item 1</b>			
<b>A3 WIFI INK TANK PRINTER – 5 Units</b>			
Specifications			
>Printer Type: Print			
>Paper Feed Method: Rear Feed			
>Number of Paper Trays: 1 Paper Hold			
>Capacity: Input Capacity			
>100 sheets of A4 Plain Paper (80 g/m2), 20 sheets of Premium Glossy Photo Paper			
>Output Capacity: 100 sheets of A4 Plain Paper (80 g/m2)			
30 sheets of Premium Glossy Photo Paper Support Paper			
Size: A3+, A3, A4, A5, A6, B4, B5, B6, Letter, Legal, Indian - Legal, 100 x 148 mm, 3.5 x 5", 4 x 6", 5 x 7", 5 x 8", 8 x 10", 8.5 x 13", 16: 9 wide, 8K, 1GK			
>Envelopes: 10, DL, C4, C6			
Maximum Paper Size: 329 x 1200 mm Support			
>Paper weight: Plain Paper: 64-90 g/m2			
>Photo Paper: 102 - 300 g/m2			
>Print Margin: 0 mm top, left, right, bottom via custom settings in printer driver			
>One (1) Year Warranty			
<b>CONSUMABLE INKS FOR A3 WIFI INK TANK PRINTER</b>			
<b>Item 2</b>			
Black Ink – 5 Pcs			
<b>Item 3</b>			
Yellow Ink – 5 Pcs			
<b>Item 4</b>			
Magenta – 5 Pcs			
<b>***more on the next page***</b>			

<b>Item 5</b>			
Cyan Ink – 5 Pcs			
<b>Item 6</b>			
<b>ALL-IN ONE PRINTER – 25 Units</b>			
Specifications:			
>Printer Type: Print, Scan, Copy, Fax with ADF			
>Print Method: On-demand Inkjet (Piezoelectric)			
>Compact Integrated tank design			
>High yield ink bottles			
>Spill-free, error free refilling			
>Wi-Fi, Wi-Fi Direct			
>Seamless setup via Smart Panel			
>Borderless printing up to 4R			
>Heat-Free Technology			
>One (1) Year Warranty			
<b>CONSUMABLE INKS FOR ALL-IN ONE PRINTER</b>			
<b>Item 7</b>			
Black Ink – 35Pcs			
<b>Item 8</b>			
Yellow Ink – 35 Pcs			
<b>Item 9</b>			
Magenta – 35 Pcs			
<b>Item 10</b>			
Cyan Ink – 35 Pcs			
<b>Item 11</b>			
Canon 810 Cartridge – 3 Pcs			
<b>Item 12</b>			
Canon 811 Cartridge – 2 Pcs			
<b>Consumable Inks for Printer Brother DCP - T420</b>			
<b>Item 13</b>			
BTD60BK - Black, 108.0 ml – 2 Pcs			
<b>Item 14</b>			
BTD5000C - Cyan, 48.8 ml – 2 Pcs			
<b>Item 15</b>			
BTD500M - Magenta, 48.8 ml – 2 Pcs			
<b>Item 16</b>			
BTD5000Y - Yellow 48.8 ml – 2 Pcs			
<b>LOT 2</b>			
<b>Item 17</b>			
<b>EXTERNAL HARD DRIVE – 2 Pcs</b>			
>Capacity: 1 TB			
>Interface: USB 3.2, USB 3.0			
>Connector: Micro-B			
>One (1) Year Warranty			
<b>Item 18</b>			
<b>A3 LAMINATING MACHINE – 3 Pcs</b>			
>Hot and Cold Temperature			
>Reverse Feeding			
>Digital Display (320)			
>Metal			
>White			
>One (1) Year Warranty			
<b>***more on the next page***</b>			

<b>Item 19</b>			
<b>MODEM/ROUTER – 8 Pcs</b>			
>Built in 150 Mbps 4G LTE Modem			
>Wi-Fi Speed: 300 Mbps at 2.4 GHz			
>2x Detachable External 4G LTE Antennas			
>3x Fast Ethernet LAN ports			
>1x Fast WAN/LAN port			
>4G: FDD-LTE, TDD-LTE			
>3G: DC-HSPA+HSPA+HSPA and UMTS			
>One (1) Year Warranty			
<b>Item 20</b>			
<b>PORTABLE SSD – 5 Pcs</b>			
>Capacity: 1TB			
>Interface: USB 3.2, Gen 1			
>Connector: USB-C			
>Compatibility: Win 10+, macOS 11 +			
>Read: 1050 MB/s			
>Write: 1000MB/s			
>One (1) Year Warranty			
***nothing follows***			
<b>Delivery Requirement:</b>			
Can deliver within Twenty (20) Calendar days			

**FINANCIAL OFFER:**

Please quote your **best offer** for the items below. Please do not leave any blank items. Indicate "0" if item being offered is for free

<b>Supply and Delivery of Various IT Equipment for Registration/Accreditation Committee of BIMP-EAGA + Friendship Games 2024</b>			
Approved Budget for Contract	Quantity in Unit and Pc (A)	Offered Price per Unit and Pc (B)	Your Total Offered Quotation (A x B)
<b>LOT 1</b>			In Figures:
<b>Item 1</b> <b>A3 WIFI INK TANK PRINTER</b> One Hundred Forty-Six Thousand Nine Hundred Seventy-Five Pesos (Php 146,975.00)	5 Units		_____
<b>Item 2</b> <b>Black Ink</b> One Thousand Five Hundred Seventy-Five Pesos (Php 1,575.00)	5 Pcs		_____
<b>Item 3</b> <b>Yellow Ink</b> One Thousand Six Hundred Five Pesos (Php 1,605.00)	5 Pcs		_____

<b>Item 4</b> <b>Magenta Ink</b> One Thousand Six Hundred Five Pesos (Php 1,605.00)	5 Pcs		In Figures: <hr/>
<b>Item 5</b> <b>Cyan Ink</b> One Thousand Six Hundred Five Pesos (Php 1,605.00)	5 Pcs		In Figures: <hr/>
<b>Item 6</b> <b>ALL-IN ONE PRINTER</b> Four Hundred Forty-Three Thousand One Hundred Eighty-Seven Pesos and Fifty Centavos (Php 443,187.50)	25 Units		In Figures: <hr/>
<b>Item 7</b> <b>Black Ink</b> Eleven Thousand Twenty-Five Pesos (Php 11,025.00)	35 Pcs		In Figures: <hr/>
<b>Item 8</b> <b>Yellow Ink</b> Eleven Thousand Two Hundred Thirty-Five (Php 11,235.00)	35 Pcs		In Figures: <hr/>
<b>Item 9</b> <b>Magenta Ink</b> Eleven Thousand Two Hundred Thirty-Five (Php 11,235.00)	35 Pcs		In Figures: <hr/>
<b>Item 10</b> <b>Cyan Ink</b> Eleven Thousand Two Hundred Thirty-Five (Php 11,235.00)	35 Pcs		In Figures: <hr/>
<b>Item 11</b> <b>Canon 810 Cartridge</b> Three Thousand Eight Hundred Seventy Pesos (Php 3,870.00)	3 Pcs		In Figures: <hr/>
<b>Item 12</b> <b>Canon 811 Cartridge</b> Three Thousand Four Hundred Forty-Three Pesos (Php 3,870.00)	2 Pcs		In Figures: <hr/>
<b>Item 13</b> <b>BTD60BK - Black, 108.0 ml</b> One Thousand Fifty Pesos (Php 1,050.00)	2 Pcs		In Figures: <hr/>
<b>Item 14</b> <b>BTD5000C - Cyan, 48.8 ml</b> One Thousand Fifty Pesos (Php 1,050.00)	2 Pcs		In Figures: <hr/>

<b>Item 15</b> <b>BTD500M - Magenta, 48.8 ml</b> One Thousand Fifty Pesos (Php 1,050.00)	2 Pcs		In Figures: _____ _____
<b>Item 16</b> <b>BTD5000Y - Yellow 48.8 ml</b> One Thousand Fifty Pesos (Php 1,050.00)	2 Pcs		In Figures: _____ _____
<b>Total for Lot 1</b> <b>Six Hundred Fifty-Two Thousand Seven Hundred Ninety-Five Pesos and Fifty Centavos</b> <b>(Php 652,795.50)</b>	<b>Total Offered Quotation</b>		In Words: _____ _____ _____ In Figures: _____
<b>LOT 2</b>			
<b>Item 17</b> <b>EXTERNAL HARD DRIVE</b> Seven Thousand Six Hundred Sixty Pesos (Php 7,660.00)	2 Pcs		In Figures: _____ _____
<b>Item 18</b> <b>A3 LAMINATING MACHINE</b> Nineteen Thousand Eight Hundred Pesos (Php 19,800.00)	3 Pcs		In Figures: _____ _____
<b>Item 19</b> <b>MODEM/ROUTER</b> Forty-One Thousand Forty Pesos (Php 41,040.00)	8 Pcs		In Figures: _____ _____
<b>Item 20</b> <b>PORTABLE SSD</b> Forty-Three Thousand Seven Hundred Fifty Pesos (Php 43,750.00)	5 Pcs		In Figures: _____ _____
<b>Total for Lot 2</b> <b>One Hundred Twelve Thousand Two Hundred Fifty Pesos</b> <b>(Php 112,250.00)</b>	<b>Total Offered Quotation</b>		In Words: _____ _____ _____ In Figures: _____
<b>Grand Total</b> <b>Seven Hundred Sixty-Five Thousand Forty-Five Pesos and Fifty Centavos</b> <b>(Php 765,045.50)</b>	<b>Total Offered Quotation</b>		In Words: _____ _____ _____ In Figures: _____

**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, to be denominated in the Philippine Peso shall include all taxes, duties and/or levies payable.
- 4) Quotations exceeding the Approved Budget for the Contract 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.
- 6) Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- 7) The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 8) The PSC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 9) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 10) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor or consultant.
- 11) Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSC 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.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
E-Mail Address/es