



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	9601245
Procuring Entity	CITY OF PASIG
Title	Supply and Delivery of Photocopier Machine and Mechanical Typewriter for the SK President Office
Area of Delivery	Metro Manila

Solicitation Number:	R1 100-23-01-027	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	2
Classification:	Goods	Document Request List	7
Category:	Office Equipment	Date Published	24/03/2023
Approved Budget for the Contract:	PHP 355,000.00	Last Updated / Time	12/04/2023 09:30 AM
Delivery Period:	30 Day/s	Closing Date / Time	18/04/2023 17:00 PM
Client Agency:			
Contact Person:	ATTY. PONCE MIGUEL D. LOPEZ Officer In Charge, Procurement Management Office Pasig City Hall, Caruncho Avenue, Barangay San Nicolas, Pasig City Metro Manila Philippines 1600 63-2-86431111 Ext.1461 bidsandawards@pasigcity.gov.ph		

Description

Items Quantity / Units

- 1 PHOTOCOPIER MACHINE,
- Capable to copy, Print, Scan, and Fax
 - Writing Method: Laser or equivalent technology
 - CPU: at least Dual core 1.2 GHz
 - With print speed of at least 24 ppm for monochromatic and color
 - Scanning speed of at least 50ipm for one-sided and 16 for two-sided
 - with standard memory of at least 1.5GB
 - with second storage of at least 32GB SSD
 - Capable of warming up of at most 30 seconds to function
 - Can handle papers via cassette or multi-purpose trays
 - Capable of handling paper sizes of A5R to A3 even on duplex printing and fax
 - Can properly function with paper that weighs within 60gsm-256gsm
 - Output capacity of at least 240 sheets with job separator
 - Has Control Panel screen to monitor the copier activity.
 - Copy resolution at least 600x600 dpi; printing resolution has an option for 1200x1200 dpi
 - Can reduce object at 25% or smaller and enlarge up to 400% or greater in copying
 - Supports various file transfer protocols in Windows and Mac settings

- Supported by Windows OS, MAC OS and Linux
- Has Several interfaces through wire and wireless
- Capable of printing several image format files via USB
- Supported by the manufacturer's application for printing functions.
- Capable of scanning colored, gray scale, Black, and White.
- Supports several scanning resolutions minimum of 200 dpi
- capable of several output scanning formats
- Capable of Transmitting scanned outputs via network of workstations, email, USB storage devices or more
- Fax transmission speed of at least 33.6 kbps, cable of network fax

- At least 1 year warranty 1 set
- 2 Photocopying Machine Toner Set,
- Supplies needed by the copier specified in item no. 1
- Color: 2 Black, 1 Cyan, 1 Magenta, 1 Yellow

- 5 set
- 3 MANUAL TYPEWRITER,
- At least 15-to-24-inch carriage
- At least 44 to 46 keys keyboard
- Line spacing of 1/1.5/2/2.5/3
- Philippine Keyboard (peso sign and ñ)
- Tabulator (Tab Set)
- Selection of red or black ribbon or stencil
- With carriage paper support 1 set

PRICE QUOTATION/S SHOULD BE PRINTED ON COMPANY'S OFFICIAL LETTERHEAD TOGETHER WITH THE FOLLOWING UPDATED DOCUMENTS;

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Income/Business Tax Return
- Accomplished and notarized Omnibus Sworn Statement
([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement \(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement%20(Revised).docx))
- Proof of Authorization: Secretary's Certificate if corporation, or Special Power Of Attorney, if individual

NOTE:
TO BE SUBMITTED SEALED AND LABELED ON A LONG BROWN ENVELOPE, FOLLOWING THIS FORMAT AS FOLLOWS:

FOR:
ATTY. JOSEPHINE C. LATI-BAGAOISAN
BAC Chairperson

THRU:
ATTY. PONCE MIGUEL D. LOPEZ
Officer In Charge, Procurement Management Office
4th Floor, Pasig City Hall,
Caruncho Avenue,
Pasig City

DATE : _____
COMPANY'S NAME : _____
PhilGEPS REFERENCE NUMBER : _____
PROJECT TITLE : _____

Remarks
New closing date, April 18, 2023 at 5:00 PM
Please be guided accordingly

Created by ATTY. PONCE MIGUEL D. LOPEZ
Date Created 23/03/2023

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