# **Bid Notice Abstract**

## Request for Quotation (RFQ)

Reference Number 10275694

**Procuring Entity** CITY OF PASIG

Title Supply and Delivery of Various Office Equipment – Traffic and Parking Management Office

Area of Delivery Metro Manila

Solicitation Number:	100-23-07-1580	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods		
Category:	Office Equipment	Bid Supplements	2
Approved Budget for the Contract:	PHP 384,192.00		
Delivery Period:	30 Day/s	Document Request List	5
Client Agency:			
Contact Person:	ATTY. PONCE MIGUEL D. LOPEZ Officer In Charge, Procurement Management Office	Date Published	03/11/2023
	Pasig City Hall, Caruncho Avenue, Barangay San Nicolas, Pasig City Metro Manila	Last Updated / Time	14/11/2023 17:25 PM
	Philippines 1600 63-2-86431111 Ext.1461	Closing Date / Time	17/11/2023 09:00 AM
	bidsandawards@pasigcity.gov.ph		

### Description

Items Quantity / Units

## COPIER MACHINE

- 1 MULTI-PURPOSE DIGITAL COPIER,
- 1. Digital color copier which is capable of color scanning, printing, and fax.
- 2. Printing technology: laser or equivalent.
- 3. Capable of copy and print speed of at least 20 copies per minute, A4.
- 4. Capable of zooming range of at least 25% to 400%.
- 5. Must Have printer resolution of at least 1200 dpi (1,800x600 dpi).
- 6. Capable of printing to various paper sizes, from A6 up to A3.
- 7. Must have standard memory capacity of at least 256mb.
- 8. Capable of input capacity of at least 300-sheets universal paper and 100-sheets multi-purpose tray.
- 9. Capable of management codes of at least 10 codes
- 10. Must have optional reversing document processor with capacity of 50 sheets.
- 11. Support at least USB and local area network (Lan)
- for standard connectivity.
- 12. Must be supported by the latest version of windows OS and MAC OS.

- 13. With at least 1 year of parts replacement free of charge or
- up to 150,000 duty cycles (Print, Scan, Copy), whichever comes first.
- 14. With a warranty on accessories for at least 1 year.
- 15. The installation will be taken care of by the supplier.
- 16. The supplier will provide training on the proper use of the unit to end users.
- 17. With free repair service for at least two (2) years and if the unit
- required prolonged service, the supplier shall install a backup unit.

2 Units

### LAPTOP

### 2 OFFICE LAPTOP,

- 1. Processor: at least 10 cores and 12 threads,
- turbo frequency maximum at least 4GHz, 16mb cache.
- 2. Memory: at least 8GB RAM.
- 3. Storage: at least 1TB SSD, partitioned for systems and file backup.
- 4. OS: Pre-installed win11 pro 64Bit.
- 5. Webcam: Integrated HD 720p
- 6. Display: at least 15 inches FHD 1920x1080 resolutioon
- 7. LAN: Gigabit 10/100/1000
- 8. Bluetooth: Latest bluetooth technology
- 9. Battery: Li-ion Battery life at least 8 hours
- 10. Adaptor: AC adapter port: Type-C
- 11. With Numeric keypads
- 12. With Energy Star 8.0 Rating.
- 13. With Top Load Carrying Case, or Back Pack,

originally issued by the manufacturer.

- 14. 3 years warranty on parts and services,
- 1-year warranty on battery.
- 15. Bundled with MS Office Home and business 2021

with Electronic Software Distribution (ESD) - is the secure delivery of a product key directly

to consumers and small business. Customer can instantly download/ activate software after purchase. product key

is live and usable when delivered. 1 Install only, Commercial use, perpetual.

- Applications: word, excel, powerpoint, One Note, Outlook.

can be installed either windows 10 & 11 or mac devices.

#### 2 Units

## WIFI/INK TANK PRINTER

- 3 WIFI DUPLEX WIDE FORMAT ALL IN ONE INK TANK PRINTER,
- 1. Digital color copier which is capable of color scanning, printing, and fax
- 2. Printing technology: Bi-directional printing
- 3. Color Consumable Utilized: at least 4 Colors (Black, cyan, magenta, yellow)
- 4. Maximum resolution : at least 4800x1200 dpi
- 5. Has the capability of automatic 2-sided printing for at least A4 sized
- 6. Capable of borderless printing
- 7. Printing speed and copying follow ISO Standard or equivalent international standard.
- 8. Capable of enlarging and reducing images when used as a copier
- 9. Capable of copying legal sized paper.
- 10. Copy resolution of a least 600x600 dpi
- 11. Has a flatbed color image scanne.
- 12. Optical resolution for scanning at least 1200x2400 dpi
- 13. Maximum scan area at least 216mm x 356 mm
- 14. Capable of black text and color fax function
- 15. Can accommodate up to size A3 Paper
- 16. Supports USB, LAN, Wifi and Wifi direct and other

network management protocol.

## 3 Units

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)

-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:

To be documented of the end of th

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 Please see attached BID BULLETIN No. 01

**Created by** ATTY. PONCE MIGUEL D. LOPEZ

**Date Created** 31/10/2023

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