



February 20, 2024

REQUEST FOR QUOTATION
No.: 2024-FAG(029)-NPSVP-0007

**Supply, Delivery, and Installation of Brand New Multi-Function Colored Laser
Printer Machines and Consumables**
(Negotiated Procurement – Small Value Procurement)

Sir/Madam:

The Credit Information Corporation through **Finance and Administration Group** invites you to submit your quotation / offer for the item/s described below using the **Price Proposal Form (see Annex "A")** subject to the terms and conditions stated in the RFQ and Terms of Reference (**see Annex "B"**).

LOT	PARTICULARS	QTY	UOM	Unit Cost (in PhP)	Approved Budget for the Contract (ABC) in PhP
1	Supply, Delivery, and Installation of Brand New Multi-Function Colored Laser Printer Machines and Consumables				
	1. Mid-Range Multi-Function Colored Laser Printer Machine	7	unit	49,900.00	349,300.00
	2. Original Toner Cartridge				
	* Cyan	7	piece	4,000.00	28,000.00
	* Black	14	piece	4,000.00	56,000.00
	* Magenta	7	piece	4,000.00	28,000.00
	* Yellow	7	piece	4,000.00	28,000.00
TOTAL ABC (in PhP)					489,300.00

Delivery Schedule: Within thirty (30) calendar days upon receipt of Notice to Proceed.
Delivery Site: 4F, Exchange Corner Bldg., 107 VA Rufino St. cor. Esteban St., Legaspi Village, Makati City

Submit your proposal, together with the following documents, duly signed by you or your duly authorized representative, not later than **February 26, 2024, 5:00 P.M.**

- PhilGEPS Certificate/Number;**
- Mayor's/Business Permit for the current year**
- Notarized Omnibus Sworn Statement (Annex C);** and
- For Authorized Representatives: **SPA (Sole Proprietorship/Partnership), Secretary's Certificate or Board Resolution (Corporation).**

Note: PhilGEPS Platinum Registration Certificate may be submitted in lieu of PhilGEPS Number, and Mayor's/Business Permit for the current year

Only one (1) set of documents certified to be true copies of the original shall be required.

Proposals and other documents required shall be sent electronically to procurementunit@creditinfo.gov.ph. Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Upon determination of your technical, legal and financial eligibility, the Administration Unit of the CIC shall undertake negotiation with your company based on the Technical Specifications for this project.


PHOEBE ANN R. WAGAN
Administrative Services Officer V

PRICE PROPOSAL FORM

Date: _____

Administrative Office
 Credit Information Corporation
 6F, Exchange Corner Bldg., 107 VA Rufino St.
 cor. Esteban St., Legaspi Village, Makati City

Sir/Madam:

Having examined the Request for Quotation No. RFQ No. 2024-FAG(029)-NPSVP-0007, which includes the technical specifications, the receipt of which is hereby duly acknowledged, the undersigned, offer to, in conformity with the said Request for Quotation for the sums stated hereunder:

LOT	PARTICULARS	QTY	UOM	Unit Cost (in PhP)	BID PRICE in PhP (Inclusive of VAT)
1	Supply, Delivery, and Installation of Brand New Multi-Function Colored Laser Printer Machines and Consumables				
	1. Mid Range Multi Function Colored Laser Printer Machine	7	unit		
	2. Original Toner Cartridge				
	* Cyan	7	piece		
	* Black	14	piece		
	* Magenta	7	piece		
	* Yellow	7	piece		
TOTAL BID PRICE in PhP (Inclusive of VAT)					

TOTAL BID PRICE IN WORDS:

We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.

Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.

We understand that the CIC Technical Working Group may require from us the submission of documents that will prove our legal, financial and technical capability to undertake this project.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Dated this _____.

Signature of Authorized Representative

Printed Name of Authorized Representative

Capacity

Duly authorized to sign Proposal for and on behalf of: _____

**COMPLIANCE FORM
Technical Specifications
Supply, Delivery, and Installation of Brand New Multi-Function Colored Laser
Printer Machines and Consumables**

LOT	PARTICULARS	QTY	UOM	Statement of Compliance
1	Supply, Delivery, and Installation of Brand New Multi-Function Colored Laser Printer Machines and Consumables			
	<p>1. Mid Range Multi Function Colored Laser Printer Machine</p> <p>* Standard Functions: Laserjet Multifunction Color Printer with Network to Printing, Scanning And Copying</p> <p>* Memory: Minimum of 512MB</p> <p>* Processor Speed: Main: 800Mhz /Sub 133Mhz</p> <p>* Print Speed (A4/ Letter): Up to 31/33ppm</p> <p>* First Print Out (black / color @ready): Less than 15 seconds</p> <p>* 2 -sided Feature: Automatic 2-sided Print, Scan & Copy</p> <p>* Quite Mode: Yes</p> <p>* Print Resolution: 600x600 dpi, 2,400 dpi class (2,400 x 600) quality</p> <p>* Copy Speed (A4/Letter): Up to 31/33ppm</p> <p>* Copy Resolution: Up to 1,200 x 600 dpi</p> <p>* Scan Format: PDF, M-TIFF, JPEG, XPS</p> <p>* Scan to: Sharepoint, Email, OCR File,Email Server, FTP, SFTP, USB and Network Windows</p> <p>* Scan Speed (Mono/ Colour): Up to 28/28 ipm</p> <p>* Reduction/ Enlargement: 25 - 400%</p> <p>* Display: Colour LCD display with keypad for status display and navigation menu</p> <p>* Power Source: (220 to 240 VAC 50/60Hz)</p> <p>* Paper Size: for at least Letter, A4, Legal, Envelope, Oficio (8.5"x13")</p> <p>* Paper Input Tray: 250 sheets or higher for input tray, 50 sheets or higher for adjustable multipurpose tray (optional third paper tray); Media Output Tray Capacity: At least 150 sheets</p> <p>* Other Requirement/s:</p> <p>- With auto-on /auto-off / standby function. Photo-conductive drum unit and toner in one cartridge/incorporated for each color (standard cartridge capable of page yield of 1,800 pages or higher for each cartridge. Compatible operating systems:Windows: Server 2008 (Network Only) Server 2008 R2(Network Only), 7,8,8.1 Server 2012(Network Only), server 2012 R2(Network</p>	7	unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply

<p>Only Server 2016(network only) MAC: OS c10,10.5, 10.11, x 10.12 (downloaded only) Linux: CUPS, LPD/LPRng : Power Cord (Phil. Standard), USB Cable, individual toner cartridges with incorporated drum unit, Driver and User Manual</p> <ul style="list-style-type: none"> - All equipment and components should be original, branded (not clone or assembled) and brand new - Availability of parts and consumables in local market by local distributor - At least one year warranty on parts and labor <p>Includes hardware setup, installation, configuration and warranty maintenance, if needed</p> <p>* Service Standards and Conditions:</p> <ul style="list-style-type: none"> a. The Supplier shall provide on site training on the used of the Printer Machine b. Repair / or Replacement of defective parts shall be made within twenty four (24) hours from notice, free of charge within the warranty period c. Printer Machines which cannot be repaired must be replaced with a new unit with the same specifications immediately. <p>* Warranty: One (1) year warranty from the period of delivery. Free replacement of parts except consumables.</p>			
2. Original Toner Cartridge			
<p>* Cyan</p> <ul style="list-style-type: none"> - Brandnew - Original - Individually Sealed in a Box - PAPER YIELD: minimum yield 1,800 pages 	7	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
<p>* Black</p> <ul style="list-style-type: none"> - Brandnew - Original - Individually Sealed in a Box - PAPER YIELD: minimum yield 3,000 pages 	14	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
<p>* Magenta</p> <ul style="list-style-type: none"> - Brandnew - Original - Individually Sealed in a Box - PAPER YIELD: minimum yield 1,8000 pages 	7	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
<p>* Yellow</p> <ul style="list-style-type: none"> - Brandnew - Original - Individually Sealed in a Box - PAPER YIELD: minimum yield 1,800 pages 	7	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply

1. Schedule of Delivery

The Service Provider shall commence delivery and implementation of the services within 30 calendar days upon receipt of the Notice to Proceed.

2. Terms of Payment

Payment shall be made on the following:

1. Payment shall be made on a one-time basis subject to submission of billing statement and other supporting documents by the SP, subject to the issuance of Certificate of Satisfactory Service by CIC.
2. The start of billing shall be based on the date of issuance of "Certificate of Acceptance".

STATEMENT OF COMPLIANCE

Dated this _____.

Signature of Authorized Representative

Printed Name of Authorized Representative

Capacity

Duly authorized to sign Compliance for and on behalf of: _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. ***[Select one, delete the other:]***

[If a sole proprietorship:] I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. ***[Select one, delete the other:]***

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___
at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place
of execution], Philippines. Affiant/s is/are personally known to me and was/were
identified by me through competent evidence of identity as defined in the 2004
Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her
[insert type of government identification card used], with his/her photograph and
signature appearing thereon, with no. _____ .

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

Note:

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of
identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency
bearing the photograph and signature of the individual, such as but not
limited to, passport, driver's license, Professional Regulations Commission
ID, National Bureau of Investigation clearance, police clearance, postal ID,
voter's ID, Barangay certification, Government Service and Insurance
System (GSIS) e-card, Social Security System (SSS) card, Philhealth card,
senior citizen card, Overseas Workers Welfare Administration (OWWA) ID,
OFW ID, seaman's book, alien certificate of registration/immigrant certificate
of registration, government office ID, certification from the National Council
for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare
and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board
Resolution designating the bidder's authorized representative and signatory need
not specifically indicate the particular project where such authority is given provided
that the said authority covers activities by CIC.