

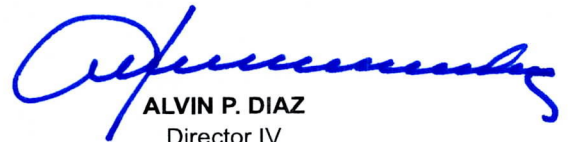


REQUEST FOR QUOTATION

RFQ No.: **2025-03-0029**
 Date: March 19, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.



ALVIN P. DIAZ
 Director IV
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
PROCUREMENT OF VARIOUS OFFICE EQUIPMENT AND CONSUMABLES				
4	unit	Barcode Printer	₱22,000.00	₱88,000.00
1	unit	Barcode Scanner	₱6,000.00	₱6,000.00
5	unit	Digital Voice Recorder	₱7,339.16	₱36,695.80
1	unit	Laminating Machine, Heavy Duty	₱5,302.44	₱5,302.44
5	unit	Paper Shredder Machine, Heavy Duty	₱13,596.00	₱67,980.00
3	unit	Time Stamp Machine	₱14,729.00	₱44,187.00
1	unit	Conference Microphone	₱2,496.00	₱2,496.00
51	roll	Barcode Label Sticker	₱415.00	₱21,165.00
30	roll	Wax Resin Ribbon, for Barcode Printer	₱300.25	₱9,007.50
24	roll	Ribbon, for Time Stamp Machine	₱566.50	₱13,596.00
<i>(please see attached technical specifications)</i>				
			TOTAL AMOUNT	₱294,429.74

NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
- **For the bidder/s with Platinum Membership who opt to submit **PhilGEPS Certificate**, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.
3. Duly notarized Omnibus Sworn Statement (to be submitted by the winning bidder upon issuance of the Purchase Order)

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :

GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.



REQUEST FOR QUOTATION

RFQ No.: **2025-03-0029**

Date: March 19, 2025

Supplier: _____

Address: _____

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than March 28, 2025, 10:00am the time and date of the opening of the sealed quotation.



ALVIN P. DIAZ
 Director IV
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
PROCUREMENT OF VARIOUS OFFICE EQUIPMENT AND CONSUMABLES				
4	unit	Barcode Printer		
1	unit	Barcode Scanner		
5	unit	Digital Voice Recorder		
1	unit	Laminating Machine, Heavy Duty		
5	unit	Paper Shredder Machine, Heavy Duty		
3	unit	Time Stamp Machine		
1	unit	Conference Microphone		
51	roll	Barcode Label Sticker		
30	roll	Wax Resin Ribbon, for Barcode Printer		
24	roll	Ribbon, for Time Stamp Machine		
<i>(please see attached technical specifications)</i>				
			TOTAL AMOUNT	

NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:

1. Mayor's/Business Permit

2. PhilGEPS Registration Number

***For the bidder/s with Platinum Membership who opt to submit **PhilGEPS Certificate**, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.*

3. Duly notarized Omnibus Sworn Statement (to be submitted by the winning bidder upon issuance of the Purchase Order)

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :

TECHNICAL SPECIFICATIONS

RFQ No. 2025-03-0029 dated March 19, 2025

I. PROJECT SCOPE

The prospective supplier shall bid for the **Procurement of Various Office Equipment and Consumables.**

II. TECHNICAL SPECIFICATION

Detailed minimum specifications of the items to be procured:

Item	Specifications
1. BARCODE PRINTER	<ul style="list-style-type: none"> • Resolution: 8 dots/ mm / 203 DPI • Printing method: Thermal transfer & direct thermal • Processor: 32 bit RISC • Memory: 4MB Flash memory; 8MB SDRAM • Interface: USB 2.0, ethernet port • Sensors: Gap transmissive sensor, black mark reflective sensor, head open sensor, ribbon end sensor • Media type: Continuous, die-cut, tag & fanfold • Bar code: Code 39, Code 93, Code 128 UCC, Code 128 Subset a, b, c, Codabar, Interleave 2 of 5, EAN-8, EAN-13, EAN-128, UPC-A, UPC-E, EAN and UPC 2 (5) digits add-on, MSI, Plessey, Postnet, GS1 Databar, Logmars, Code 11, PDF-417, Maxicode, Datamatrix, QR code, Aztech • Max print speed: 102 mm (4")/second • Max print width: 108 mm (4.25") • Enclosure: Double-walled plastic • Weight: 2.3kg (5.07lbs) • Label roll capacity: 127 mm (5") OD • Ribbon: 110m long, max OD 40 mm, 0.5" core (ink coated inside) • Ribbon width: 40 mm – 1110 mm • Warranty: at least 1 year
2. BARCODE SCANNER	<ul style="list-style-type: none"> • Form factor: Handheld • Light source: Laser • Image sensor: Linear • Scan rate: 100 scan/s • Scan pattern: Bi-directional • Interface: USB • Barcode symbology supported: UPC/EAN, UPC/EAN Supplementals, UCC/EAN 128, Code 39, Code 39 Full ASCII, Code 39 TriOptic, Code 128, Code 128 Full ASCII, Codabar, Interleaved 2 of 5, Discrete 2 of 5, Code 93, MSI, Code 11, IATA, RSS Variants • Warranty: at least 1 year
3. DIGITAL VOICE RECORDER	<ul style="list-style-type: none"> • Built-in memory: 4GB • Battery type: Built-in lithium battery • Recording format: LPCM/MP3 • Playback format: LPCM/MP3/AAC/WMA • PC connectivity: Yes • Built-in microphone: Stereo (S-mic) • Maximum files per folder: 199 • Maximum files (total): 5,000 files (including number of folder)

<p>4. LAMINATING MACHINE</p>	<ul style="list-style-type: none"> • Heavy duty equipment • Max size: A3 document • Max laminating width: 230mm • Lamination pouch thickness: 75-125 mic • Warm-up: 3-5 minutes • Indicator: LED Power (red), LED Power (green) • With ABS switch (for clearing jams) • No blistering, automatic shutdown or overheating • Warranty: at least 1 year
<p>5. PAPER SHREDDER MACHINE</p>	<ul style="list-style-type: none"> • Heavy duty equipment • Cut type: Cross-cut • Bin capacity: 20 liters • Can shred at least 10 sheets per pass • Can also shred staples, paper clips, and credit cards • Warranty: at least 1 year
<p>6. TIME STAMP MACHINE</p>	<ul style="list-style-type: none"> • Selectable printing order up to 30 sets for choice • Customizable printing order, 3 separate lines maximum for setting • Built-in buzzer and output signal function • The illuminating LED makes it easier to set the document correctly • and operate the printing efficiently • Easy to read large visible window shows date, time, and day of the week • 13 preset comments such as SENT, IN, OUT, PAID, FAXED, or VOID • Perpetual calendar, automatically adjust Daylight Saving Time (D.S.Y.) • Asterisk (*) marks irregular attendance. • Rechargeable NICD battery pack provides energy for prints during power failures. (Optional) • Power Rating: 220V • AMP: 0.2A • Warranty: at least 1 year
<p>7. CONFERENCE MICROPHONE</p>	<p>Conference mic</p> <ul style="list-style-type: none"> • Type: Single back–electret gooseneck • Directivity: Omnidirectional • Mic sensitivity: 38dB ± 3dB • Frequency response: 200Hz-10kHz • Output impedance: ≤ 2.2KΩ • Output: 3.5mm stereo jack <p>Output speaker</p> <ul style="list-style-type: none"> • Subwoofer: 4W • Satellites: 2 x 1.5W • Input: 3.5mm jack • Warranty: at least 1 year
<p>8. BARCODE LABEL STICKER</p>	<ul style="list-style-type: none"> • Size: 2 1/2" x 1"
<p>9. WAX RESIN RIBBON</p>	<ul style="list-style-type: none"> • For barcode printer • Size: 105mm x 75mm
<p>10. RIBBON</p>	<ul style="list-style-type: none"> • For time stamp machine (Needtek TS-350)

III. SCHEDULE OF REQUIREMENTS

The supplier shall deliver the items to the Department of Finance through the General Services Division within 30 calendar days upon receipt of the Purchase Order.

I hereby certify to comply and deliver all the above requirements

Signature over Printed Name of the Representative

Company Name : _____
Date Signed : _____
Email/Phone No.: _____