



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 RSSO XIII (Caraga)



**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Monochrome Printer - Information and Communication Technology (ICT) Equipment**

Name of Project	Information and Communication Technology (ICT) Equipment
Solicitation	RSSO RFQ No. 2023-11-24
Reference Number	RSSO PR No. 2023-11-488
Location	PSA - RSSO XIII
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	NP-Shopping
Approved Budget for the Contract (ABC)	Php 68,000.00
Date of Delivery	15 days after receipt of Purchase Order

Please quote your lowest price on the item/s listed below and submits personally using this Request for Quotation Form not later than **8am** on **December 4, 2023** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

**BERNADETH I. BONACHITA**  
 RBAC Chairperson

**Terms and Conditions:**

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us). If none yet, submit, together with your quotation the photocopy of your **Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above) and/or current Income Tax Return (for 500k and above)**.
- Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
- The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Information and Communication Technology (ICT)</b> <b>- Audio and Electrical Materials</b>  <b>Monochrome printer</b>  <i>Specifications:</i> Print; Print speed black (ISO, A4) Up to 20 ppm; First page out black (A4, ready) As fast as 8.3 sec; Duty cycle (monthly, A4) Up to 10,000 pages; Recommended monthly page volume 100 to 1,500; Number of users 1-5 Users; Print quality black (best) Up to 1,200 x 1,200 dpi; Connectivity, standard Hi-Speed USB 2.0 port; Memory 64 MB; Maximum input capacity (sheets) Up to 150 sheets; Finished output handling: Sheetfed; Media sizes supported A4; A5; A5(LEF); B5 (JIS); Oficio; Envelope (DL, C5); 76 x 127 to 216 x 356mm; Media sizes, custom 76 x 127 to 216 x 356 mm HP 105A Black Original Laser Toner Cartridge  <b>Payment Term:</b> Purchase Order <b>Date of Delivery:</b> Fifteen (15) days after receipt of PO	unit	8	P _____	P _____		
<b>TOTAL AMOUNT IN FIGURES:</b>				P _____		
<b>TOTAL AMOUNT IN WORDS:</b>						

Other Requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature: \_\_\_\_\_

Position: \_\_\_\_\_

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

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

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

Fax No. \_\_\_\_\_ Tel No. \_\_\_\_\_

Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_