



REPUBLIC OF THE PHILIPPINES
Sandiganbayan
Quezon City

RFQ No. / Date: **SVP-2024-064-04 / April 02, 2024**

P.R. Nos. / Date: **24-03-264/Mar. 13, 2024 (Reposting)**

24-03-307/Mar. 25, 2024

24-03-301/Feb. 20, 2024

24-03-300/Feb. 21, 2024

24-03-308/Mar. 25, 2024

24-03-302/Mar. 25, 2024

APPROVED FOR POSTING

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

APR 02 2024

REQUEST for QUOTATION

The *Sandiganbayan*, through its Bids and Awards Committee, invites all eligible suppliers, contractors, and/or consultants to submit a quotation of their best offer for the item/s described below, subject to the Terms and Conditions and within the Approved Budget for the Contract (ABC).

Item No.	Qty	Unit	Description	Approved Budget for the Contract (ABC)
1	3	units	<p><u>LASER PRINTER (ALL IN ONE) COLORED</u></p> <p>FUNCTIONS: Print, Scan, Copy, Fax with ADF</p> <p>PRINT Print Speed: (A4/Letter) Up to 30ppm / 30ppm 2-sided Printing: Yes Print Resolution: at least 600 x 600 dpi</p> <p>COPY Copy Speed (A4/Letter) Up to 30/30 cpm Reduction/Enlargement: Yes Copy Resolution (Optical): 600 x 600 dpi Copy Features: Auto 2-sided copy</p> <p>SCAN Scanning Speed (M/C): at least 22.5/7.5 ipm Scan Resolution: Optical – 1,200 x 1,200 dpi Automatic 2-sided Scanning: Yes Scan to Features Image, OCR, File, FTP, Email, Email Server Enlarge/Reduce: Yes</p> <p>FAX Modem Speed: 33,600bps (Fax), Super G3 PC Fax (Send/Receive): Yes/Yes (Windows only) Internet Fax: ITU T.37 simple mode</p> <p>PAPER HANDLING Input tray Capacity: at least 150 sheets Manual Feed Slot: Yes</p>	Php 150,000.00

			<p>ADF Capacity: at least 50 Sheets Output Capacity: at least 120 Sheets Media Size: A4, Letter, A5, A5 (Long Edge), A6, Executive, Legal, Folio, Mexico Legal</p> <p>CONNECTIVITY Interface: Hi-Speed 2.0, 10Base-T/100Base-TX, IEEE 802.11/b/g/n (Infrastructure Mode), IEEE 802.11g/n Wi-Fi Direct: Yes</p> <p>OTHERS Processor Speed: at least 600MHz Memory: at least 256MB Emulation: PCL6, PDF Version 1.7 OS Compatibility: Windows 7 SP1, 8, 8.1, 10, Server 2008 (Network only), Server 2008 R2 (Network only), Server 2012 (Network only), Server 2012 R2 (Network only), Server 2016 (Network only), macOS v10.10.5, 10.11.x, 10.12.x (Download only), CUPS, LPD/LPRng (x86/x64environment) Energy Saving Mode: Energy Star Power Source: 220-240V, AC 50/60Hz</p> <p>At least 1-year warranty parts and service for the whole package with 1-year onsite support.</p>	
2	1	unit	<p><u>INKJET PRINTER (All-in-One) COLORED</u></p> <p>FUNCTIONS: Print, Scan, Copy, Fax with ADF</p> <p><u>COLOR PRINT FUNCTION</u> Print Speed (HQ): at least 12ipm (mono) and 10ipm (colour) Print Speed (Draft Mode): at least 27ppm (mono) and 23ppm (colour) Print Resolution: Up to 1200 x 6000 dpi 2-sided Print: at least Manual (A4/LTR) Borderless Printing: Yes Wi-Fi Direct: Yes</p> <p><u>COLOR COPY FUNCTION</u> Maximum Copy Size: at least A4/LTR Copy Speed (Laser like): at least 6ipm mono/6ipm color Copy Resolution (Color): Print: Max. 1200 x 2400 dpi Scan: Max. 1200 x 600 dpi Enlarge/Reduce Ratio: Yes</p> <p><u>COLOR SCAN FUNCTION</u> Maximum Scan Size: ADF at least 8.5 x 14 inches GLASS at least Letter/A4 Scan Resolution: ADF: Up to 1,200 x 600 dpi; GLASS: Up to 1,200 x 2400 dpi Up to 19,200 x 19,200 dpi (interpolated) (Windows Only) Scan Speed: From 3.35 sec/4.38sec (A4 size, 100 x 100 dpi) “Scan to” Features: Image, Optical Character Recognition, Email, File</p>	Php 14,000.00

			<p><u>FAX FUNCTION</u> Maximum Fax Size: A4, LTR, Legal (with ADF) Modem: at least 14.4 kbps PC-Fax: Yes</p> <p><u>PAPER HANDLING</u> Paper Input (Standard Tray) at least 150 Sheets Additional Paper Input: Manual Feed Slot Paper Output: at least 50 Sheets ADF: at least 20 Sheets Paper Handling Sizes: All standard office document sizes Media Type (Standard Tray): Plain, Inkjet, Glossy Media Type (Manual Feed): Plain, Inkjet, Glossy At least 1-year warranty parts and service for the whole package with 1-year onsite support</p>	
3	4	units	<p><u>LASER PRINTER MONOCHROME</u></p> <p>Print speed, black (normal): At least 20 ppm</p> <p>Print Technology: Laser</p> <p>Connectivity: At least Hi-Speed USB 2.0; Wireless Connectivity</p> <p>Supported OS: MacOS; Windows and Linux</p> <p>Tray: Multiple trays, Automatic two-sided printing; Duplex printing</p> <p>All standard media sizes for office use including A4, A5, A6, B4, B5, 8k, 16k, 10x15 cm, post cards (JIS single and double); envelopes (DL, C5, B5); custom</p> <p>Paper (bond, brochure, colored, glossy, letterhead, photo, plain, preprinted, prepunched, recycled, rough); cardstock; glossy film; transparencies; labels; envelopes</p> <p>Power source: 220V to 240V AC 50/60Hz Philippine standard</p> <p>Accessories: Standard including USB cable</p> <p>At least one (1) year warranty on parts and service</p>	Php 40,000.00
4	6	sets	<p><u>DESKTOP COMPUTER</u></p> <p>Processor: Intel Core i7, 10th or later generation, or at least equivalent capacity Motherboard: Brand mark/name should be machine-etched/machine-embossed I/O Ports: With at least USB 3.0/3.2 and/or USB 2.0 in front and back; 1 x headphone/mic combo (front and back), 1 x HDMI, 1 x Display Port Graphics: Integrated or Built-in Memory: At least 16GB DDR4 Storage: At least 512 SSD</p>	Php480,000.00

		<p>Monitor: At least 23" FHD widescreen monitor (same brand as desktop, include connecting cable to the desktop)</p> <p>Camera: External colored webcam standard high definition (HD Ready or 720p) – 1280 x 720 pixel with built-in microphone</p> <p>Audio: Integrated Built-in speakers in desktop</p> <p>Optical Drive: Internal Optical Drive DVD Writer</p> <p>Peripherals: Keyboard (Full size USB) (same brand as desktop), USB optical mouse with scroll wheel (same brand as desktop)</p> <p>Network: at least 1 x Gigabit RJ45 10/100/1000 Mbps Network Interface</p> <p>Wireless LAN IEEE 802.11/a/ac/b/g/n/ax and Bluetooth Operating System: Windows 11 PRO 64-bit Professional with system recovery media</p> <p>Office Productivity: At least Licensed MS Office 2019 (Business Version) OEM. (Perpetual license) with recovery media</p> <p>Power Protection: Rated UPS with built-in AVR and with at least 1000VA capacity</p> <p>Accreditation: Any globally recognized brand that supplies to internationally known Desktop and Laptop manufacturers such as, but not limited to HP, Samsung, Apple, Lenovo, Dell, Acer, Asus, etc; and has been marketed in the Philippines for the last 10 years. The manufacturer must have a website for its parts or components, where the part numbers and descriptions can be viewed by the service provider and enduser. The equipment shall be brand new and free from defects. The equipment shall ensure availability of the model's spare parts and components for a period of five (5) years from the start of this contract. The unit shall be a derived model that is available in the Philippine market and not a cloned unit.</p>
Note:	Award shall be on a "per line item" basis.	
Delivery Period	Fifteen (15) working days from receipt of the Purchase Order (PO).	
Deadline of Submission	April 11, 2024 / 3:00 P.M.	

INSTRUCTIONS

Note: Failure to follow any of these instructions will automatically disqualify your entire quotation.

1. Suppliers must submit the following required documents as **Attachments** to their Quotation/Proposal:
 - a. Valid and current Mayor's/Business Permit
 - b. PhilGEPS Registration Number
 - c. Income/Business Tax Return¹

¹ For ABC above Php500,000.00 (As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184)

d. Notarized Omnibus Sworn Statement (OSS)² (may be submitted prior to the issuance of a Notice of Award. Bidder/supplier's OSS shall be valid for six (6) months and may be used for other Alternative Methods of Procurement (AMP) in the Sandiganbayan, unless an updated OSS is required.)

2. All entries must be typed or written in a clear and legible manner.

3. There shall be no alteration of the contents of this form, including its attachments. If another form is used other than the attached Price Quotation Form (ANNEX A), please include the following in your quotation:

- a. Terms of Payment
- b. Warranty; if applicable
- c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
- d. Delivery Period
- e. Price Validity Period
- f. Certificate of Exclusive Distributorship; if applicable
- g. Tax Identification Number (TIN)
- h. Use company letterhead for your quotation and address the same to:

ATTY. DASHELL C. YANCHA-PO
Chief Judicial Staff Officer
Procurement Management Division

4. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS and CONDITIONS

1. All quotations are considered an offer of the items specified above at the prices quoted in the Price Quotation Form ("Annex A") and a guaranty of availability of the quoted items. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable. **Upon receipt of the PO, the supplier shall submit the signed "Conforme" in the PO within two (2) calendar days.**

2. The submission of an alternate quotation/offer is not allowed. Suppliers who submit more than one (1) quotation shall be automatically disqualified.

3. All prices herein offered are valid, binding, and effective for thirty (30) calendar days from date of submission.

² For ABC above Php50,000.00 (As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184)

4. An alteration or amendment of the Terms and Conditions shall render the quotation as non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.

5. In case of a tie, the concerned parties will be informed and invited to a “drawing of lots” or any other similar method of chance, in accordance with GPPB Circular 06-2005 (“*Tie-Breaking Method*”).

6. The *Sandiganbayan* reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

7. The salient provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 on liquidated damages and imposition of administrative penalties shall be observed.

For any clarification, kindly contact Karlo Enrico S. Baguio or Vien Vee Vic P. Abila through +632 8951-4587/ 8951-4596 or email us at sandiganbayanpmd@gmail.com.

Very truly yours,



MARJORIE HAZEL R. COFINO
Judicial Staff Officer III
Procurement Management Division

PRICE QUOTATION FORM

SANDIGANBAYAN BIDS AND AWARDS COMMITTEE

Sandiganbayan Centennial Building
Batasan Road, Quezon City

ATTN: PROCUREMENT MANAGEMENT DIVISION

Sir/Ma'am:

After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Item No.	Qty	Unit	Description	Quote per unit	Total Quote
1	3	units	LASER PRINTER (ALL IN ONE) COLORED <i>(Please see technical specifications in the RFQ.)</i>		
2	1	unit	INKJET PRINTER (All-in-One) COLORED <i>(Please see technical specifications in the RFQ.)</i>		
3	4	units	LASER PRINTER MONOCHROME <i>(Please see technical specifications in the RFQ.)</i>		
4	6	sets	DESKTOP COMPUTER <i>(Please see technical specifications in the RFQ.)</i>		
Delivery Period			Fifteen (15) working days from receipt of the Purchase Order (PO).		

INSTRUCTIONS

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name & Signature of Authorized Representative

Company Name

Company Address

Tax Identification Number (TIN)

PhilGEPS Registration Number

Contact Number/s

Email Address

Date Issued