



Republic of the Philippines
 Department of Agriculture
AGRICULTURAL CREDIT POLICY COUNCIL
 28/F One San Miguel Avenue (OSMA) Bldg.,
 San Miguel Ave cor Shaw Blvd.,
 Ortigas Center 1605 Pasig City
 Tel. Nos. 8634-3320 to 21; 8634-3326/
 Fax Nos. 8634-3319; 8584-3861



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REQUEST FOR QUOTATION-SMALL VALUE PROCUREMENT

A3 COLOUR MULTIFUNCTION NETWORK PRINTER, BRANDED			
Approved Budget for the Contract (ABC):	PhP 400,000.00	RFQ No.	2025 – 017
Purchase Request/s No:	2025-04-153	Deadline for Submission of Bids:	April 21, 2025 (Monday), 5PM.
Mode of Procurement:	Small Value Procurement (Sec. 34.1)	Delivery Period:	7 days upon receipt of signed Purchase Order (PO)

Date: April 11, 2025

The Agricultural Credit Policy Council (ACPC) through the Bids and Awards Committee (BAC), intends to procure the item/s indicated in this Small Value Procurement (SMV) in accordance with Section 34.1 2024 revised Implementing Rules and Regulations of Republic Act No. 12009.

Interested bidders/supplier of known qualifications are hereby invited to submit quotation signed by its authorized representative at the below address and/or thru email to the following address:

Agricultural Credit Policy Council
 28F One San Miguel Ave. Building, San Miguel
 Ave. cor. Shaw Blvd., Ortigas Center, Pasig City
procurement@acpc.gov.ph
 (02) 8634-3321

RACHEL A. BUSTAMANTE
 Head, BAC Secretariat

Documentary Requirements:

1. Mayor's/Business Permit (in case of expired permit, submit a copy of recently expired permit and Official Receipt as proof of renewal)
2. PhilGEPS Registration Certificate
3. Notarized Omnibus Sworn Statement
4. Tax Clearance Certificate

INSTRUCTION TO SUPPLIER

- Submit your quotation using the prescribed **Quotation Form** (Annex A of the RFQ).
- Accomplish the Quotation Form and do not alter the contents of the form in any way.
- Non-compliance with the submission of the **accomplished prescribed/standard Quotation Form** and **Documentary Requirements within the prescribed deadline** shall automatically be disqualified.

Proof of authorization shall be a duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable, in case of a corporation, partnership, or cooperative, or joint venture; or a duly notarized Special Power of Attorney in case of a sole proprietorship, giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder

Very truly yours,

MScasuga
MICHELLE MAGDALENA S. CASUGA
 Chairperson, Bids and Awards Committee



QUOTATION FORM

Name of Company : _____
 Address : _____
 Contact Person : _____
 Contact Number : _____
 Email address : _____

After having carefully read and accepted the Terms and Conditions of this RFQ, hereunder is our quotation/s for the item as follows:

**A3 COLOUR MULTIFUNCTION NETWORK PRINTER, BRANDED
 (ABC: PhP 400,000.00)**

A3 Colour Multifunction Network Printer, Branded
Printer Type: Print, Scan, Copy and Fax with ADF
Printing Technology:
Print Method: PrecisionCore Printhead
Memory (Min/Max): 4,224 MB
Minimum Ink Droplet Volume: 4.6 pl
Printer Language: ESC/P-R
Max Monthly Duty Cycle: 75,000 pages per month
Print Direction: Bi-directional printing, Uni-directional printing
Nozzle Configuration: 800 nozzles each colour (Black, Cyan, Magenta, Yellow)
Maximum Resolution: 4,800 x 1,200 dpi (with Variable-Sized Droplet Technology)
Printer Control Language Emulations: PCL5 / PCL6 / Postscript3 / PDF (ver1.7)
Automatic 2-sided Printing: Yes
HDD Capacity: 320 GB
Print Speed:
Draft, A4 (Black / Colour): Approx. 35 ppm / 35 ppm
ISO 24734, A4 Simplex (Black / Colour): Approx. 26 ipm / 25 ipm
ISO 24734, A4 Duplex (Black / Colour): Approx. 18 ipm / 17 ipm
ISO 24734, A3 Simplex (Black / Colour): Approx. 13 ipm / 13 ipm
ISO 24734, A3 Duplex (Black / Colour): Approx. 11 ipm / 11 ipm
First Page Out Time From Ready Mode (Black / Colour):
Approx. 5.5 sec
Copying:
ISO 29183, A4 (Black/Colour), Flatbed: Approx. 24 ipm / 23 ipm
ISO 24735, A4 Simplex ADF (Black / Colour): Approx. 21 ipm / 21 ipm
ISO 24735, A4 Duplex ADF (Black / Colour): Approx. 15 ipm / 15 ipm
Copy Function:
Reduction / Enlargement: 25 - 400%, Auto-fit function
Maximum Copy Size: A3
Copy Paper Size (Flatbed): A3, B4, Legal, Indian-Legal, 8.5x13in, Letter, A4, B5, A5, B6, A6, 16K, 8K, 13x18cm, HV 16:9 Wide, 10x15cm, #10, DL, C4, C6
Copy Resolution: 600 x 600 dpi
Max Copies: 999
Scanning:
Scanner Type: Flatbed colour image scanner
Sensor Type: Colour CIS
Optical Resolution: 600 x 600 dpi
Maximum Scan Area: 297.18 x 431.8 mm (11.7 x 17")
Scanner Bit Depth (Colour): 30-bit input, 24-bit output
Scanner Bit Depth (Grayscale): 10-bit input, 8-bit output

Scanner Bit Depth (Black & White): 10-bit input, 1-bit output
Scan Features: Scan to Memory Device, Scan to Network Folder/
FTP, Scan to Email, Scan to Computer (Document Capture Pro),
Scan to Computer (WSD)
Scan Speed (A4 Landscape) Monochrome/Colour: 200dpi,
Flatbed: 3.7 sec, ADF Simplex: 50 ppm, ADF Duplex: 100 ipm

Fax Function:

Type of Fax: Walk-up Black-and-white and Colour Fax Capability
Receive Memory / Page Memory: 6 MB, Page Memory Up to 550
pages (ITU-T No.1 chart)
Error Correction Mode: ITU-T T.30
Fax Speed (Data Transfer Rate): Up to 33.6 kbps, Approx. 3 sec/
page

Fax Resolution (Black & White):

Standard: 8pels/mm x 3.85lines/mm
Fine: 8pels/mm x 7.7lines/mm
Super Fine: 8pels/mm x 15.4lines/mm
Ultra Fine: 16pels/mm x 15.4lines/mm

Fax Resolution (Colour):

Fine: 200 x 200 dpi
Photo: 200 x 200 dpi

Transmission Paper Size (Flatbed/ADF): A5 to A3/Ledger
Receiving Paper Size: HLT, A5, B5, A4, LT, LGL, B4, 11x17in, A3
Speed Dial / Group Dial: Up to 2,000 numbers, 200 groups
Fax Features: PC Fax (Transmission/Receive), Automatic Redial,
One Touch Dial, Address Book, Transmit Reservation, Broadcast
Fax (Mono only), Polling Reception, Fax Preview, Fax to E-mail,
Memory Reception, Fax to Folder

ADF Specifications:

Support Paper Thickness: 38-128 g/m²
Paper Capacity: 150 pages (80 g/m²)
Automatic 2-sided Scan / Copy / Fax: Yes

Paper Handling:

Paper Feed Method: Friction Feed
No. of Paper Trays: 2 (Front 1, Rear 1)
Standard Paper Input Capacity: Up to 400 sheets (80 g/m²)
(Cassette 1: 250 sheets + Rear Slot: 150 sheets)
Maximum Paper Input Capacity: Up to 1,900 sheets (80 g/m²)
(Cassette 1: 250 sheets + Rear Slot: 150 sheets + 3 x Optional
Cassettes: 500 x 3 sheets)
Output Capacity: 250 sheets
Maximum Paper Size: A3+, 329 x 1200 mm (12.95 x 47.24")
Paper Sizes: A6, A5, A4, A3, A3+, Executive, Letter, 8.5 x 13 in,
Indian-Legal, Legal, B6, B5, B4, 100 x 148 mm, 3.5 x 5 in,
4 x 6 in, 5 x 7 in, 5 x 8 in, 8 x 10 in, 16:9 wide, 16K 195 x 270 mm,
8K 270 x 390 mm, Envelopes: #10, DL, C6, C4

Interface:

USB: USB 3.0
Network: Ethernet (1000BASE-T/100BASE-TX/10BASE-T)
Wi-Fi, Wi-Fi Direct
Network Protocol: TCP/IPv4, TCP/IPv6
Network Management Protocols: SNMP, HTTP, DHCP, BOOTP,
APIPA, PING, DDNS, mDNS, SNT, SLP, WSD, LLTD
Security Functions: Limit Access Function, PIN No. Certification,
LDAP Address Book, IP Address Filtering, Panel Admin Mode
Network Printing Protocol: LPD, IPP, PORT9100, WSD

Control Panel:

LCD Screen: 5.0 inch / 12.7cm TFT Colour LCD

Printer Software:

Operating System Compatibility:
Windows XP / Vista / 7 / 8 / 8.1 / 10
Mac OS X 10.6.8 or later
Windows Server 2003 / 2008 / 2012 / 2016 / 2019

Noise Level:

PC Printing / Premium Glossy Photo Paper Best Photo:

6.2 B(A), 46 dB(A)

PC Printing / Plain Paper Default: 6.9 B(A), 53 dB(A)

Dimensions and Weight:

Dimensions (W x D x H): 621 x 751 x 711 mm

Weight: 75.6 kg

Inclusions:

1 x High Capacity Ink Pack (Black)

1 x High Capacity Ink Pack (Cyan)

1 x High Capacity Ink Pack (Magenta)

1 x High Capacity Ink Pack (Yellow)

1 x 500-Sheets Option Paper Cassette

1 x Printer Stand

10 x Maintenance Box

I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name

Designation

Date

A3 COLOUR MULTIFUNCTION NETWORK PRINTER, BRANDED (ABC: PhP 400,000.00)						
Lot No.	Item Description	ABC (Php)	Qty	Unit	Unit Cost	Total Amount
1	A3 COLOUR MULTIFUNCTION NETWORK PRINTER, BRANDED	400,000.00	1	UNIT		
TOTAL OFFERED QUOTATION: (Total amount for all items)				In words:		
				In figures: ₱		

PAYMENT DETAILS:	
Banking Institution:	
Account Number:	
Account Name:	
Branch	

TERMS AND CONDITIONS:

- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies Payable.
- Price validity shall be valid for a period of thirty (30) calendar days from the date of submission.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for equipment, three (3) years for IT equipment from date of acceptance by the end-user.
- The bidders are required to submit brochures, pictures and technical data pertaining to the brand and model of the item being offered in a sealed envelope.
- In case two or more bidders are determined to have submitted the Lowest Calculated Quotation, ACPC shall adopt a tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- Award of Contract shall be made to the supplier/bidder with the lowest quotation and who has complied with the minimum technical specifications and other terms and conditions stated herein.
- Payment shall only be processed after the submission of billing statement/invoice and upon completion of delivery of all services listed in the Purchase Order/ Contract as well as upon inspection and acceptance of the goods by the end-user.

- Liquidated damages equivalent to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay shall be imposed. The ACPC may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- ACPC shall have the right to inspect and/or to test the goods to confirm their conformity to the specifications. Supplier shall, within 3 calendar days from notice, replace all defective items at no cost to the ACPC
- The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its Implementing Rules and Regulations and associated issuances.

I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name

Designation

Date