

13 December 2023

ASIAN AND PACIFIC AFFAIRS

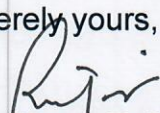
REQUEST FOR QUOTATION

The Office of Asian and Pacific Affairs of the Department of Foreign Affairs intends to procure the following: a) two (2) units of **Portable Mobile Printer**, b) six (6) units of **Document Scanner**.

Please submit your quotation/rate duly signed by you or your authorized representative not later than 18 Dec. 2023 at 3:00PM. Copies of your company's PhilGEPS Certificate of Registration, current Income Tax Return and Business Permit/Mayor's Permit are also requested to be submitted along with your quotation/proposal. Attached are the Terms of Reference for the ICT Supplies .

Open quotations may be submitted manually or through email at aspac.ao@dfa.gov.ph. For further information, please contact Ms. Rowena MCT. Sierra or Mr. Severino B. Baliao with telephone no. 8834-4017/3853 or email address at aspac.ao@dfa.gov.ph or severino.baliao@dfa.gov.ph.

Sincerely yours,


Rowena Ma. C.T. Sierra
Administrative Officer

TERMS AND CONDITIONS

1. The Supplier shall provide correct and accurate information required in this form.
2. The supplier must be legally registered, and has at least three (3) years' experience in supplying computer hardware.
3. Price quotation/s must be valid for period of (30) Thirty calendar days from the date of submission.
4. Price quotation/s to be denominated in Philippine pesos and shall include all taxes, duties and/or levies payable.
5. The Approval Budget of the Contract is **Php 250,000.00**, inclusive of all fees and taxes.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Compliance with the requirements is requested for the Department to consider your offer.
8. The ASPAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

9. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.

TERMS OF REFERENCE

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| I. | <p><u>Background and Objective:</u></p> <p>The Office of Asian and Pacific Affairs (ASPAC) is responsible for advising and assisting the Secretary of Foreign Affairs (SFA) in planning, organizing, directing, coordinating, integrating, and evaluating the total bilateral relations of the Philippines with the countries in the Asian and Pacific Region. ASPAC coordinates actively with relevant government agencies and bodies on matters concerning Philippine foreign relations. As such, there are documents that are sensitive and confidential in nature.</p> <p>To enable for this Office to function effectively and efficiently and to comply with the instructions of OAMSS for each office to prepare the inventory of its respective records and to dispose of unnecessary records for the eventual retrofitting project of the Department, there is an urgent need for this Office to organize and secure through digitization its voluminous confidential and sensitive files/records which were accumulated through the years, hence the procurement of the following supplies and equipment, which are necessary and immediate:</p> <p>1) 6 units of document scanner.</p> <p>There is also a need to procure 2 unit of portable mobile printer for the use of the officials of this Office during official travels where printing of necessary documents is required.</p> | |
| II. | <p><u>Scope of Service:</u></p> <p>a) The Supplier shall supply 2 units of portable mobile printer and 6 units document scanner, 20 pcs USB C Hub and 20 pcs HDMI Cable</p> <p>b) Delivery of the items will be at the Department of Foreign Affairs (DFA) Main Office, 2330 Roxas Blvd., Pasay City, and shall be (30) thirty calendar days upon receipt of Notice to Proceed (NTP) and shall be free of charge.</p> | |
| III | <p><u>Technical Specification:</u></p> | <p>Statement of Compliance</p> |
| | <p>PORTABLE MOBILE PRINTER</p> | |
| | <p>Print Speed: Draft, A4 (Black / Colour):Up to 14 ppm / 11 ppm *1ISO 24734, A4 Simplex (Black / Colour):Up to 7.0 ipm / 4.0 ipm *1First Page Out Time from Ready Mode (Black / Colour):Approx. 15 sec / 26 sec *1Photo Default:Approx. 76 sec per photo (with Border) *1 Approx. 95 sec per photo (Borderless)</p> | |
| | <p>Paper Handling: Number of Paper Trays:1Standard Paper Input Capacity:Up to 20 Sheets, A4 Plain paper (75g/m2)Maximum Paper Size:210 x 355.6mm (8.27 x 14")Paper Sizes:Legal, Letter, A4, B5, A5, A6,</p> | |

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| | 8x10", 5x7", 4x6", Envelopes: #10, DL, C6 Paper Feed Method: Friction feed Print Margin: (with Border) 3mm top, left, right, bottom | |
| | Interface: USB: Hi-Speed USB 2.0 Network: Wi-Fi (IEEE 802.11b/g/n) Wi-Fi Direct Network Protocol: TCP/IPv4, TCP/IPv6, LPD, IPP, PORT9100, WSD Network Management Protocols: SNMP, HTTP, DHCP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD | |
| | Built-in Basic Driver | |
| | A built-in basic driver is available for convenient installation of the printer without requiring a CD or download. | |
| | Convenience | |
| | With a built-in battery, which is USB-chargeable, you can use the printer anywhere without having to plug it into a power source. | |
| | Power | |
| | 110 Volt to 230 Volt, 50-60 Hz | |
| | DOCUMENT SCANNER | |
| | Scanner Type: ADF (Automatic Document Feeder) / Manual Feed, Duplex | |
| | Scanning Speed*1 (A4 portrait): Auto mode*2 Simplex / Duplex: 40 ppm | |
| | Normal mode Simplex / Duplex: 40 ppm (Color / Grayscale: 150 dpi, Monochrome: 300 dpi) | |
| | Better mode Simplex / Duplex: 40 ppm (Color / Grayscale: 200 dpi, Monochrome: 400 dpi) | |
| | Best mode Simplex / Duplex: 40 ppm (Color / Grayscale: 300 dpi, Monochrome: 600 dpi) | |
| | Excellent mode*3 Simplex / Duplex: 10 ppm (Color / Grayscale: 600 dpi, Monochrome: 1,200 dpi) | |
| | Scanning Color Mode Color, Grayscale, Monochrome, Automatic (Color / Grayscale / Monochrome*3 detection) | |
| | Image Sensor Color CIS x 2 (Front x 1, Back x 1) | |
| | Light Source 3 color LED (Red / Green / Blue) | |
| | Optical Resolution 600 dpi | |
| | Document Size Normal Scan Minimum 50.8 x 50.8 mm (2 x 2 in.) Maximum 216 x 360 mm (8.5 x 14.17 in.) | |
| | Manual Scan A3, B4, 279 x 432 mm (11 x 17 in.) | |
| | Long Paper Scanning 3,000 mm (863 mm in 32-bit) Smart Device: 863 mm (Duplex), 1,726 mm (Simplex) | |
| | ADF Capacity 50 sheets (A4, 80 g/m ² or 20 lb) | |
| | Multifeed Detection Overlap detection (Ultrasonic sensor), Length detection | |

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|--|--------------------------|-----------------------|--|--|
| | Interface | USB | USB3.2 Gen1x1 / USB2.0 / USB1.1 (Connector Type: Type-B) | |
| | | Wi-Fi | IEEE802.11a/b/g/n Frequency band: 2.4 GHz | |
| | Power Requirement | | AC 100 to 240 V, 50 / 60 Hz | |
| | Power Consumption | Operating Mode | 17 W or less | |
| | | Sleep Mode | USB connected: 1.5 W or less Wi-Fi connected: 1.6 W or less | |

NOTE:

Bidders/Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specification, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder/Supplier, with proof of authority to sign and submit the bid for and on behalf of the Bidder/Supplier concerned. If the Bidder/Supplier is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

DATE: _____

NAME OF COMPANY/SUPPLIER: _____

COMPANY ADDRESS: _____

COMPANY TIN NUMBER: _____

PHILGEPS REGISTRATION NUMBER: _____

NAME OF REPRESENTATIVE and DESIGNATION: _____