



DEPARTMENT OF FINANCE
PHILIPPINE TAX ACADEMY

Roxas Boulevard corner Pablo Ocampo Sr. Street
 Manila 1004



REQUEST FOR QUOTATION

Date: January 03, 2024
 RFQ No.: RFQ-2025-001

Company/Business Name: _____
 Address: _____
 TIN: _____

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure **Rental Services for Monochrome Laser Printer** thru **NP-53.9 - Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you and your duly authorized representative not later than the deadline on **10 January 2025 at 08:00 A.M.**

Ma. Luisa M. Notario
 MA. LUISA M. NOTARIO
 Director IV *ML*

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)
unit	9	Rental Services for Monochrome Laser Printer Contract Duration: 12 months Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance Note: The following documents are also required to be submitted along with your quotation on the specified deadline above: 1. Latest copy of Mayor's / Business Permit 2. PhilGEPS Registration Number 3. Latest Annual Income / Business Tax Return 4. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO) ***Nothing Follows***	₱5,600.00	₱604,800.00
		Total		₱604,800.00

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s above articles/merchandise.

Canvassed by: *Ray-ann V. Sorilla*
 Ray-ann V. Sorilla
 Administrative Officer V



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 MA. LUISA M. NOTARIO
 Director IV *NMA*

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Total Price
unit	9	Rental Services for Monochrome Laser Printer Contract Duration: 1 Year contract Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance Note: The following documents are also required to be submitted along with your quotation on the specified deadline above: 1. Latest copy of Mayor's / Business Permit 2. PhilGEPS Registration Number 3. Latest Annual Income / Business Tax Return 4. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO) ***Nothing Follows***		
		Total		

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s above articles/merchandise.

Canvassed by: 
 Ray-ann V. Sorilla
 Administrative Officer V

 Signature over Printed Name

 Position/Designation

 Office Telephone/Fax/Mobile Nos.

 Email address/es

Annex A

Technical Specifications		
Project Title:	Rental Services for Monochrome Laser Printer	
Approved Budget for the Contract (ABC):	₱604,800.00	
<p><i>Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification".</i></p> <p><i>Statement of "comply" or any equivalent term must be supported by evidence in a Bidder's Bid and cross-referenced to that evidence (if applicable)</i></p>		
Specifications:	Bidders Statement of Compliance	
<p>Copy Specifications:</p> <ul style="list-style-type: none"> - Multiple Copies: Stacks or sorts up to 99 pages - Enlarge/Reduce: 25% to 400% (in increments of 1%) - Resolution: 600 x 600 dpi 	<p><i>(please fill out)</i> <i>(please specify brand and model)</i></p>	
<p>Scanner Specifications:</p> <ul style="list-style-type: none"> - Resolution: Interpolated - Resolution: Scanner Glass - Resolution: Automatic Document Feeder (ADF) 	<p><i>(please fill out)</i></p>	
<p>Connectivity:</p> <ul style="list-style-type: none"> - Hi-speed USB 2.0, Ethernet 10 base-T/100 Base-TX, Wireless LAN IEEE 802.11b/g/n (Infrastructure/Ad-hoc Model, IEEE 802.11g/n (Wi-Fi Direct) <p>Network:</p> <ul style="list-style-type: none"> - Wireless Network Security - WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES) - Wireless setup Support Utility - WPS 	<p><i>(please fill out)</i></p>	
<p>Terms and Conditions:</p> <ul style="list-style-type: none"> a. 12-month contract b. Free consumables c. Next day repair service d. Free printer and parts replacement if deemed necessary e. Free back-up/service unit in case of prolonged repairs f. Free preventive Maintenance 	<p><i>(please fill out)</i></p>	
<p>Delivery Period/Schedule:</p> <ul style="list-style-type: none"> - Within 7 calendar days upon receipt of approved Purchase Order 	<p><i>(please fill out)</i></p>	
<p><i>I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.</i></p>		
<p>_____</p> <p>Name of Company</p>	<p>_____</p> <p>Signature of Authorized Representative</p>	<p>_____</p> <p>Date</p>