



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
REQUEST FOR QUOTATION

Procurement Project:	PROCUREMENT OF MULTI-FUNCTION PRINTERS, INK AND TONERS FOR THE PRINTING AND DELIVERY OF READING MATERIALS FOR KEY STAGE 1 (KINDERGARTEN TO GRADE 3) LEARNERS		
Quotation No.:	2026-09-111	Date:	9/4/2026
PR Number:	2026-09-159	ABC (in PHP) :	491,808.60
Supplier:	Telephone No.:		
Address:	E-mail Address:		

Please quote your lowest price on the item/s listed, subject to the General Conditions below, stating the shortest time of delivery and **submit your quotation in a sealed envelope** duly signed by your representative not later than **14 SEPTEMBER 2026 05:00 PM.**

Interested bidders may also submit their bid proposal through the BAC Secretariat [email address: secb073@gmail.com](mailto:secb073@gmail.com).

Failure to submit this form together with the required eligibility requirements on or before the due date aforstated will be a ground for disqualification.

SAMUEL T. EGSAEN JR. EdD, CESO VI
Chairperson, Bids and Awards Committee

REQUIREMENTS:

- Mayor's / Business permit
- PhilGEPS registration number or certificate
- Omnibus Sworn Statement if above 50,000.00
- Income/Business Tax Return 500,000.00 and above
- PLEASE write the UNIT PRICE and TOTAL PRICE

NOTE:

- *Submit RFQ together with the requirements.
- *All entries must be typewritten or legibly written.
- *Delivery period: **15 calendar days upon receipt of Notice to Proceed.**
- *Price validity shall be for a period of **120 Calendar Days.**

Item No.	Qty.	Unit	Item Description	Unit Cost	Unit Price	Total Price
1	3	UNIT	MULTIFUNCTION LASERJET PRINTER (PRINT, SCAN,COPY) FUNCTIONS: can print, copy, scan / multi-tasking supported - YES COPY FUNCTIONS: Copy Speed (A4/Letter/Folio): up to 30/31 cpm Copy Resolution: at least 600 x 600 dpi Reduction / Enlargement Ratio: 25%-400% in 1% increments Copy Features: N in 1 SCAN FUNCTIONS: Scan Speed (Mono/Colour): at least 27 /21 ipm (A4), 39/22 ipm (Letter) Scan Technology: CIS Resolution (Optical): Max 1200 x 1200 dpi Resolutions (Interpolated): Max 19,200 x 19,200 dpi Scan to Functions: Sharepoint, Email, Email Server, Image, OCR, File, FTP, SFTP, network, PAPER HANDLING: Input tray (Standard): 250 sheets Multipurpose Tray/ Manual Slot: 30 sheets/ Envelope: 3 envelopesup to 6mm thick Output Tray (Face Down): 150 sheets (80g/m ²) / 1 sheet face up (straight paper path) Automatic Document Feeder (ADF): 50 sheets Media weights (Standard Tray / MP Tray) - 60 to 163 g/m ² (16-43lb) Media size (standar tray): A4, Letter, Legal, Mexican Legal, India Legal, Executive,A5, A5 Long Edge, A6, JIS, B5, Letter, Folio OTHERS: Processor Speed: Main- Cortex-A53800 MHz / Sub ARM 946133 MHz Memory: 512 MB Display: at least 3.5" TFT Colour LCD Utilities & Solutions: Bradmin light, webbased management Security Features: Setting lock, secure functions lock, secure print, active directory, LDAP Power Consumption (Printing / Sleep): Printing average approx: 620w / Sleep Mode: average approx 10w Power sources: 220-240 v / AC50/60 Hz Noise Level (Printing): approx LpAM= 48dB (A)	34,500.00		

			SUPPLIES Standard Yield Toner - Black- approximately 1, 500 pages, Cyan, Magenta, Yellow (CMY): approx 1, 200 pages High Yied Toner - Black - approximately 3, 000 pages / CMY - 2, 300 pages Drum - approximately 20, 000 pages (1 page / job) / approximately 30, 000 pages (3 pages / job) DIMENSIONS AND WEIGHT: Dimension (WxDxH): 410 X 462 X 401 MM Weight without carton, with toner/drum: ASA: 21.6kg PHL: 21.4 kg Inclusions: *Black, Cyan, Yellow and Magenta toner cartridges *Compact Disc (with software and electronic documentation installation guide), power cord, USB cable *One year warranty *Eco highlights: Reduce energy use with instant on technology and instant on copy. *Energy star qualified *auto off capabilities subject to printer settings *compared with products that use traditional fusing and cold cathode flourescent lamp (CCFL) copying			
2	10	cart	TONER CARTRIDGE, black, TN -269XLBK , Black	5,100.00		
3	8	cart	TONER CARTRIDGE, black, TN -269XLC, Cyan	5,100.00		
4	8	cart	TONER CARTRIDGE, black, TN -269XLY, Yellow	5,100.00		
5	8	cart	TONER CARTRIDGE, black, TN -269XLM, Magenta	5,100.00		
6	10	unit	INK TANK SYSTEM PRINTERS Printer Type: Print, Scan, Copy, ADF Printing *at least Precision core Printhead * Nozzle Configuration - 400 x 1 nozzles (Black), 128 x 1 nozzles per Colour (Cyan, Magenta, Yellow) *Print speed: Draft Text Memo, A4 (Black / Colour) - up to 37 ppm / 23.0 ppm, ISO 24734, A4 (Black / Colour) - Simplex: Up to 17ipm / 9.5 ipm Duplex: Up to 7.5 ipm / 5.0 ipm, First Page Out Time (Black / Colour)- Simplex: up to 7.0 sec / 11.0 sec Printing Language: ES / P-R, ESC-P raster Automatic 2 sided printing capable Copying: Copy Speed: ISO 29183, A4 (Black / Colour), flat bed ISO 24735, A4 (Black / Colour), ADF Maximum copies from standalone: 99 copies Reduction / Enlargement: 25 to 400% Maximum Copy Resolution: 600 x 600 dpi Scanning: Scanner Type: Flatbed colour image scanner Sensor Type: Contact Image Sensor (CIS) Optical resolution: 1200 x 2400 dpi Maximum Scan Area: 216 x 297mm Scanner Bit Depth: Colour - 48 bit input, 24 bit output Grayscale: 16 bit input, 8 bit output Black & white: 16 bit input, 1 bit output Scanbed (Flatbed / ADF (Simplex)): Monochrome 200 dpi - flatbed up to 12sec / ADF - up to 6.0 ipm Colour 200 dpi - flatbed: Up to 27sec / ADF: up to 5.0 ipm ADF Function: Support Paper Thickness: 64-95 g/ m² Paper Capacity- 35 sheets (A4 Paper), 10 sheets (Legal) Paper Handling: Number of Paper Trays - 2 (Front 1, Rear 1) Paper Hold Capacity: Input capacity - Casette 1: Up to 250 sheets of plain paper (80g/ m²), up to 20 sheets of Premium Glossy Photo Paper Rear Slot: 1 sheet (80g/ m²) Output Capacity: up to 30 sheets of plain paper (80g/ m²), up to 20 sheets of Premium glossy photo paper Paper size: Legal, Indian Legal, Letter, A4, 16k (195 x 270mm), B5, A5, B6, A6, Hagaki (100 x 148mm), 8.5 x 13", 5x 7", 4x6", Legal (8.5 x 14"), Envelopes: #10, DL, C6 Maximum Paper size: 215.9 x 1200mm Print Margin- 3mm top, left, right, bottom via custom settings in printer driver	21,490.00		

			MOBILE AND CLOUD PRINTING Control Panel: 2.4" Colour LCD Touch Screen Printer software: Windows XP/Professional/ Vista/ 7/8 /8.1/ 10, Windows Server 2003/ 2008/ 2012/ 2016, MAC OS X 10.6.8 or later Electrical Specifications: Rated Voltage: AC 220 -240V Rated Frequency: 50-60Hz Power Consumption: 12.0W (Operating), 54.0W (standby), 0.9W (Sleep), 0.2W (Power Off) Noise Level PC Printing / Plain Paper Default: Sound Power (Black / Colour) 6.4 / 6.8 B(A), Sound Pressure (Black / Colour), 51/55dB (A) Consumables: *Black Ink Bottle *Cyan Ink Bottle *Magenta Ink Bottle *Yellow Ink Bottle *User Replaceable Maintenance box			
			OTHER REQUIREMENTS: 1. Warranty: at least one (1) year from date of delivery 2. With Authorized Service Centers available within the Area.			
TOTAL						

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

Signature over Printed Name

TIN: _____
Date: _____

Canvassed by: _____



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