



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
Elliptical Road, Diliman, Quezon City 1101 Philippines  
Tel. Nos.: (02) 8928-4501 to 09 Fax No.: (02) 8926-7631  
<http://www.pca.da.gov.ph>

August 9, 2022

### REQUEST FOR QUOTATION

The Philippine Coconut Authority (PCA), through its General Services Division, will undertake a Small Value Procurement posted in PhilGEPS with DBM REF#8905903 for the "Heavy Duty Printer" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

| ITEMS                                | ABC             |
|--------------------------------------|-----------------|
| Twenty (20) units Heavy Duty Printer | Php. 960,000.00 |

The prospective bidders may bid for any lot or all of the lots mentioned above and shall submit the following in a sealed envelope.

- SEC or DTI Registration Certificate
- Mayor's Permit or Business Permit
- PhilGEPS Registration
- Current Income Tax Return duly received by BIR
- Prescribed Omnibus Sworn Statement (10 items)


Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from August 9 to 15, 2022, 1:00pm.

- Manual/physical submission in a sealed envelope at the General Services Division's office, 5<sup>th</sup> floor, PCA R&D Bldg., Diliman, Quezon City
- Via online or electronic submission at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

Attached is the Terms of Reference as Annex "A".

For inquiries, you may contact us at telephone no. 8-928-4501 loc. 406/408 or email us at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

Very Truly Yours,

  
**EDSEL B. PABELLANO**  
Division Chief  
General Services Division

*"A food-secure Philippines with prosperous farmers and fisherfolk"*



**TERMS OF REFERENCE**

**PROJECT : SUPPLY AND DELIVERY OF 20PCS. HEAVY DUTY PRINTER**  
**LOCATION : PCA R&D BLDG. ELLIPTICAL RD. DILIMAN, QUEZON CITY**

**SCOPE OF WORK:**

1. Supplier shall provide/supply and deliver 20pcs. HEAVY DUTY PRINTER duly in accordance with the specifications and delivery schedule

2. **ITEMS/SPECIFICATIONS**

**Lot 1 – Twenty (20) pcs. Heavy Duty Printer (Php. 48,000.00 each)**

Wi-Fi Duplex All in One Ink Tank Printer  
Print, Scan, Copy, Fax with ADF  
Print Method: Precision Core TM Printhead  
Minimum Ink Droplet Volume: 3.8 pl  
Print Direction: Bi-directional Printing  
Nozzle Configuration: 800 x 1 nozzle Black, 256 x 1 nozzle per color  
Maximum Resolution: 4800 x 2400 dpi  
Automatic 2-sided Printing: Yes (up to A3)

3. **OTHER TERMS AND CONDITIONS**

1. The prospective bidders shall submit the following in a sealed envelope.
  - a. SEC or DTI Registration Certificate
  - b. Mayor's Permit or Business Permit
  - c. PhilGEPS Registration
  - d. Current Income Tax Return duly received by BIR
  - e. Prescribed Omnibus Sworn Statement (10 items)
2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from August 9 to 15, 2022, 1:00pm.
  - a. Manual/physical submission in a sealed envelope at the General Services Division's office, 5<sup>th</sup> floor, PCA R&D Bldg., Diliman, Quezon City
  - b. Via online or electronic submission at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)
3. The delivery period from the receipt of Purchase Order is 30 working days.
4. The warranty period shall be 1 year from the date of Final Acceptance.