



**BUREAU OF CORRECTIONS**  
**IWAHIG PRISON AND PENAL FARM**  
 Iwahig, 5301 Puerto Princesa City  
 Palawan



**REQUEST FOR QUOTATION 028-2026**

**Date:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of Store/Shop:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Please quote your best offer for the item/s described below, subject to the Terms and Conditions as stated hereunder.

- a.) Bidders shall provide correct and accurate information required in this form.
- b.) Procurement is by lot, Bidders shall quote in lot.
- c.) Price quotation/s must be valid for a period of *Thirty (30) calendar days* from the date of submission.
- d.) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- e.) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- f.) Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for \*-consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- g.) Any alterations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- h.) The item/s shall be delivered within **thirty (30) calendar days** from receipt of approved purchase order.
- i.) The IP&PF shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- j.) Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The IP&PF shall 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.
- k.) **Bidders shall submit the required documents together with their bid price in a sealed envelope.**
- l.) **Payments to bidders will be coursed through their Land bank accounts.**

**REQUIREMENTS TO BE SUBMITTED**

- a. **Certified True Copy of Valid & Current Tax Clearance**
- b. **Certified True Copy of Valid & Current Business License**
  - m.1. **DTI/SEC Registration**
  - m.2. **Valid & Current Mayors Permit**
- c. **Certified True Copy of Valid & Current PhilGEPS Registration**
- d. **Bidders who are registered in the IP&PF Suppliers Registry need not to submit the aforementioned requirements**

**NOTE:**

**BIDDERS STATEMENT OF COMPLIANCE ON THE TERMS & CONDITIONS AND REQUIREMENTS AS STATED ABOVE**

\_\_\_\_\_  
 Signature over Printed Name  
 Authorized Representative or Sole Proprietor

Submit your sealed quotation duly signed by you or your duly representative not later than March 24, 2026 at the BAC Office, Iwahig Prison and Penal Farm at 1:00 pm Late submission of bids shall be rejected.

  
FRANCISCO C. CAABAY, DMD  
 BAC, Chairman

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

**REQUEST FOR QUOTATION 028-2026**

<b><u>PROCUREMENT PROJECT</u></b>	<b><u>Approved Budget for the Contract (ABC)</u></b>
<b>Supply and delivery of Printers for IPPF Office use</b>	<b>P200,000.00</b>

Item NO	Quantity	Unit	Description	Compliance to the Technical specifications (Please check)		Offered quotation	
				YES	NO	(per Unit)	(TOTAL)
1.	7	UNIT	<p>"Item: Printer A4 Wi-Fi All -in-One Ink Tank Printer with ADF            Printer Type: Print, Scan, Copy, Fax with ADF            Nozzle Configuration:180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow)            Maximum Resolution:5760 x 1440 dpi</p> <p>Print Speed:            Draft, A4 (Black / Colour): Up to 33 ppm / 15 ppm*2            A4 Simplex (Black / Colour): Up to 10 ipm / 5.0 ipm*2</p> <p>Copying:            Maximum Copy Resolution: 600 x 600 dpi            Maximum Copy Size: Legal            A4 Simplex Flatbed (Black / Colour): Up to 7.7 ipm / 3.8 ipm</p> <p>Scanner Type:            Flatbed colour image scanner            Optical Resolution:1200 x 2400 dpi</p> <p>Scan Speed:            Scan Speed (Flatbed / ADF (Simplex)):200dpi, Black: 12 sec / Up to 4.5 ipm            200dpi, Colour: 29 sec / Up to 4.5 ipm</p>				

			ADF Specifications: Paper Capacity:30 pages (A4), 10 pages (Legal) "					
2.	4	UNIT	Item: Printer A4 Ink Tank Printer with ADF Print,Scan, Copy with ADF Print speeds up to17ipm for black and 9.5ipm for colour Auto-Duplex printing Wi-Fi & Wi-Fi Direct					
							<b>TOTAL</b>	

**SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE PROPRIETOR**

TELEPHONE NO: \_\_\_\_\_

CELLPHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_



Telephone No. (048) 717 1368  
E-mail Address: [www.ussat.gov.sg](http://www.ussat.gov.sg) | [sp@toll@ussat.gov.sg](mailto:sp@toll@ussat.gov.sg)

