



REQUEST FOR QUOTATION

PROJECT: SUPPLY & DELIVERY OF VARIOUS IT EQUIPMENT, ACCESSORIES, AND PERIPHERALS FOR THE NTA CENTRAL OFFICE AND BRANCH OFFICES

Purchase Request No.: 2411 - 582

The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2024*, intends to apply the total sum of ₱ 415,300.00, being the Agency Estimate, to payments under the contract for the **“Supply & Delivery of Various IT Equipment, Accessories, and Peripherals for the NTA Central Office and Branch Offices”**, broken down into three (3) lots, as follows:

Lot 1	₱39,300.00	MS Teams Essentials (Only) (1) Adobe Acrobat Pro Reader (Annual Subscription) (2)
Lot 2	₱110,000.00	High Storage, Mid-Range Desktop (1)
Lot 3	₱266,000.00	Monochrome Ecotank, Wi-Fi, All-in-One, Ink Tank Printer (1) International Brand A3 Wi-Fi Duplex, All-in-One Ink Tank Printer (1) Dot Matrix Printer (8)

Quotations received in excess of the Agency Estimate shall be automatically rejected.

1. The NTA now invites quotations for the **“Supply & Delivery of Various IT Equipment, Accessories, and Peripherals for the NTA Central Office and Branch Offices”**. Delivery of Goods/Services is required for a period of thirty (30) calendar days, after the issuance of the Purchase Order.
2. A complete set of Specifications and Quotation Form may be acquired by interested parties from **MR. GERALD C. GUZMAN**, from the address below.
3. A copy of your **Business/Mayor’s Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor’s/Business Permit.
4. The **Omnibus Sworn Statement²** (for ABC’s above Php 50k) (GPPB-prescribed forms), **Income/ Business Tax Return³** (for ABC’s above Php 500k) will also be required to be submitted.
5. Quotations must be delivered to the address below on or before December 16, 2024, at 5 P.M.
6. The NTA reserves the right to accept or reject any quotation prior to contract award, without thereby incurring any liability to the affected interested parties.

For further information, please refer to:

ZENAIDA T. ARROJO
National Tobacco Administration
11TH Floor, The Upper Class Tower, Quezon Avenue corner
Scout Reyes St., Quezon City
Tel No. 372 3188;
Website Address: nta.da.gov.ph


ZENAIDA T. ARROJO
Chairperson, NTA-BAC

¹ In case of recently expired Mayor’s/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³ Manually filed tax returns or filed through the EFPS

Bids and Awards Form No. Republic of the Philippines Department of Agriculture NATIONAL TOBACCO ADMINISTRATION 11th Floor, The Upper Class Tower, Quezon Ave.	Quotation Form	No. _____
		Date: _____
Name of Company	QUOTED BY: Signature over Printed Name	
Contact No.	Position/Designation Date: _____	

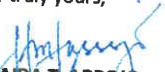
Please quote us your net government price, taxes included, on each of the following:

Lot	Qty.	Unit	ITEM DESCRIPTION/SPECIFICATION	Selling Price per Unit	Total ABC (Php)	Complied	
						(Y or N)	BID PRICE
Lot 1	1	annual subscription	MS Teams Essentials (ONLY) Unlimited group meetings for up to 30 hours and 300 participants Meeting recordings with transcripts renewable subscription		415,300.00		
	2	licenses	Adobe Acrobat Pro Reader (ANNUAL SUBSCRIPTION) Edit text and images, export, protect, and organize documents collect binding e-signatures and track responses create web forms, redact, compare, and access 70+ features; renewable subscription				
Lot 2	1	unit	High Storage, Mid-Range Desktop for ASD Scanner (Top 5 Brand) 16 Core (Hexadeca-core) w/ 30MB Smart Cache, atleast 13th Gen Processor 512 GB NVME M.2 SSD 1 TB, SSD 2.5" 16 GB DDR4 RAM (2 x 8 Configuration) Built-in Wi-Fi and Bluetooth Connection, USB-C Port, USB A 3.2 Port, & Headphone/Mic Combo port Monitor 23-24" HD LCD Display w/ Microsoft Office Perpetual License (Word, Excel, Powerpoint), wired-keyboard (USB) wired-mouse (USB) and AVR 1 year warranty				
Lot 3	1	unit	Monochrome Ecotank, Wi-Fi, All-in-One, Ink Tank Printer Printer Type: Print, Scan, Copy, Fax with ADF Printing Technology: PrecisionCore™ Printhead Nozzle Configuration: 400 x 2 nozzles black Bi-directional printing Maximum Print Reso: 1200 x 2400 dpi (with variable-sized droplet technology); minimum ink droplet size: 2.8 pl Automatic 2-sided printing 2.4" LCD Touch Screen 2 Paper Trays, Compatible to: Legal, 8.5x 13", Letter, A4, 16K (195x270mm) B5, A5, B6, A6, Hageki (100 x 148mm), Envelopes: #10, DL, C6 Type of Fax: Walk-up black-and-white and colour fax capability 2MB Page Memory, Up to 180 pages ITU-T T.30 Error Correction Mode Fax Speed: 33.6 kbps, Fax Resolution 200 x 200 dpi ADF Capacity 64 to 95 g/m2, Paper Capacity of 35 sheets of A4; Mobile and Cloud Solutions Scan Speed: Flatbed (200dpi): Monochrome: 12 Sec, Colour: 27 Sec ADF (200dpi), Monochrome: 7.0 ipm, Colour: 7.0 ipm; initial set of consumables included				
	1	unit	International Brand A3 Wi-Fi Duplex, All-in-One Ink Tank Printer Printer Type: Print, Scan, Copy, Fax with ADF PrecisionCore™ Printhead Minimum Ink Droplet Volume 3.8pl, Bi-directional Printing, Automatic 2-sided printing (up to A3) Superb Savings & Page Yield Network Connectivity and Standalone Capability Number of Paper Trays: 3 (Front 2, Rear 1) Paper Sizes: A3, Super B (13 x 19"), Indian Legal, Letter, A4, 16K (195 x 270mm), 8K (270 x 390mm), Executive (7.25 x 10.5"), B4, B5, A5, B6, A6, 8.5 x 13", 5 x 7", 4 x 6", 8 x 10", Legal (8.5 x 14"), 16:9 wide, Envelopes: #10, DL, C6, C4 4.3" Colour LCD Touch Screen				

Lot	Qty.	Unit	ITEM DESCRIPTION/SPECIFICATION	Selling Price per Unit	Total ABC (Php)	Complied	
						(Y or N)	BID PRICE
			Type of Direct Printing: USB Memory				
			Scanner Type: Flatbed colour image scanner, CIS Sensor Type,;				
			initial set of consumables included				
	8	unit	Dot Matrix Printer				
			Print Method: Impact dot matrix; Control panel: 4 switches and 5 LEDs;				
			Print Direction:Bi-direction with logic seeking; Number of Pins in Head:				
			24 pins; Control Code:ESC/P2 and IBM PPDS emulation; High Speed				
			Draft:10cpi: 347 cps; 12cpi: 416cps; Draft:10cpi: 260 cps; 12cpi: 312 cps;				
			15cpi: 390 cps; (Condensed) 17cpi: 222 cps; (Condensed) 20cpi: 260 cps;				
			Memory Buffer:128KB; Ribbon Cartridge: Fabric Ribbon Cartridge (Black);				
			initial set of consumables included				
			*** nothing follows***				
Period of Delivery: Thirty (30) calendar days, upon receipt of the Purchase Order							

The NTA reserves the right to reject any or all offers, waive any formality herein or accept such offer as may be considered most advantageous to the Agency.

Very truly yours,



ZENAIDA T. ARROJO

Chairperson, NTA-Bids and Awards Committee