



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 13114933  
**Procuring Entity** CARLOS HILADO MEMORIAL STATE UNIVERSITY  
**Title** Procurement of Multifunction Printer for Board Secretary Office use-Talisay Campus  
**Area of Delivery** Negros Occidental

|                                          |                                                                                                                                                                                                     |                              |                     |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | RFQ 26-292                                                                                                                                                                                          | <b>Status</b>                | <b>Pending</b>      |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations                                                                                                                                                                  |                              |                     |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Small Value Procurement (Sec. 34)                                                                                                                                          | <b>Associated Components</b> | 1                   |
| <b>Classification:</b>                   | Goods                                                                                                                                                                                               | <b>Bid Supplements</b>       | 0                   |
| <b>Category:</b>                         | Information Technology                                                                                                                                                                              |                              |                     |
| <b>Approved Budget for the Contract:</b> | PHP 350,000.00                                                                                                                                                                                      | <b>Document Request List</b> | 0                   |
| <b>Delivery Period:</b>                  | 15 Day/s                                                                                                                                                                                            |                              |                     |
| <b>Client Agency:</b>                    |                                                                                                                                                                                                     | <b>Date Published</b>        | 09/07/2026          |
| <b>Contact Person:</b>                   | Rowena De la Vida Prado<br>Administrative Assistant II<br>Mabini Street<br>Talisay City<br>Negros Occidental<br>Philippines 6115<br>63-34-7120005 Ext.142<br>63-939-9296624<br>bac.sec@chmsu.edu.ph | <b>Last Updated / Time</b>   | 08/07/2026 12:03 PM |
|                                          |                                                                                                                                                                                                     | <b>Closing Date / Time</b>   | 16/07/2026 17:00 PM |

#### Description

Republic of the Philippines  
CARLOS HILADO MEMORIAL STATE UNIVERSITY  
Talisay City, Negros Occidental  
Telefax: (034) 712-8404 / 712-0003 Local 142  
bac.sec@chmsc.edu.ph

#### REQUEST FOR QUOTATION

Date: JULY 03, 2026  
Quotation No. 26-292

Page 1 of 2

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

DR. MA RIZA T. MANALO  
BAC Chairman

#### NOTE:

1. ALL ENTRIES MAY BE TYPEWRITTEN OR LEGIBLY HANDWRITTEN
2. DELIVERY PERIOD WITHIN 15 CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS
5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION

6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

ITEM ITEM & DESCRIPTION QTY. UNIT UNIT PRICE TOTAL PRICE

NO. (Pls. indicate brand offered)

1 MULTIFUNCTION PRINTER, HEAVY-DUTY 1 unit

General Requirements: Supply, Installation, and Delivery of  
Brand New, Multifunction Device capable of: Printing, Copying,  
Scanning, Floor-standing configuration, Network-ready, Suitable  
for high-volume office document production

Printing Technology: Laser or LED Technology

Color Capability: Full Color and Monochrome Printing

Print Speed: At least 25 pages per minute (A4)

Copy Speed: At least 25 pages per minute

Scan Speed: At least 80 images/pages per minute

Print Resolution: Up to 1,200 x 1,200 dpi or better

Scan Resolution: At least 600 x 600 dpi

Duplex Function: Automatic Duplex Printing, Copying, and  
Scanning

Paper Size Support: A5 to A3

Automatic Document Feeder: At least 100-sheet capacity

Paper Input Capacity: At least 1,000 sheets standard capacity

Bypass Tray: At least 100-sheet capacity

Memory: At least 4GB RAM

Storage: At least 128GB internal storage or equivalent

Connectivity: Ethernet, USB; Wireless connectivity preferred

Operating System Compatibility: Windows and macOS

Reduction/Enlargement: 25% to 400%

Warranty: At least (3) years warranty on parts and labor

Consumables and Support:

Must include starter toner cartridges.

Must include all necessary cables and accessories

Availability of toner, drum units, and other consumables in the

Must have a service center or authorized service personnel  
within NIR

Must be an authorized distributor or reseller of the manufacturer  
Installation, configuration, and user orientation/ training shall be  
included.

Availability of after-service support on parts and labor beyond  
the warranty period

TOTAL

\*\*\*\*\*Nothing Follows\*\*\*\*\*

TOTAL ABC = Php 350,000.00

PROCUREMENT OF MULTIFUNCTION PRINTER FOR THE BOARD SECRETARY OFFICE AT TALISAY CAMPUS/ R. RAMOS

PR# 26-593-0626 06-06-26

INCOME 323-164-2606 06-29-26

**Line Items**

| Item No. | Product/Service Name  | Description                                                                                                                                                               | Quantity | UOM  | Budget (PHP) |
|----------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------|--------------|
| 1        | Multifunction Printer | Brand New, Multifunction Device capable of: Printing, Copying, Scanning, Floor-standing configuration, Network-ready, Suitable for high-volume office document production | 1        | Unit | 350,000.00   |

**Created by** Rowena De la Vida Prado

**Date Created** 08/07/2026

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.





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BAC Chairman

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3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS
5. G-EP5 REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

| ITEM NO. | ITEM & DESCRIPTION<br>(Pls. indicate brand offered)             | QTY. | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|-----------------------------------------------------------------|------|------|------------|-------------|
| 1        | <b>MULTIFUNCTION PRINTER, HEAVY-DUTY</b>                        | 1    | unit |            |             |
|          | General Requirements: Supply, Installation, and Delivery of     |      |      |            |             |
|          | Brand New, Multifunction Device capable of: Printing, Copying,  |      |      |            |             |
|          | Scanning, Floor-standing configuration, Network-ready, Suitable |      |      |            |             |
|          | for high-volume office document production                      |      |      |            |             |
|          | Printing Technology: Laser or LED Technology                    |      |      |            |             |
|          | Color Capability: Full Color and Monochrome Printing            |      |      |            |             |
|          | Print Speed: At least 25 pages per minute (A4)                  |      |      |            |             |
|          | Copy Speed: At least 25 pages per minute                        |      |      |            |             |
|          | Scan Speed: At least 80 images/pages per minute                 |      |      |            |             |
|          | Print Resolution: Up to 1,200 x 1,200 dpi or better             |      |      |            |             |
|          | Scan Resolution: At least 600 x 600 dpi                         |      |      |            |             |
|          | Duplex Function: Automatic Duplex Printing, Copying, and        |      |      |            |             |
|          | Scanning                                                        |      |      |            |             |
|          | Paper Size Support: A5 to A3                                    |      |      |            |             |
|          | Automatic Document Feeder: At least 100-sheet capacity          |      |      |            |             |
|          | Paper Input Capacity: At least 1,000 sheets standard capacity   |      |      |            |             |
|          | Bypass Tray: At least 100-sheet capacity                        |      |      |            |             |
|          | Memory: At least 4GB RAM                                        |      |      |            |             |
|          | Storage: At least 128GB internal storage or equivalent          |      |      |            |             |
|          | Connectivity: Ethernet, USB; Wireless connectivity preferred    |      |      |            |             |
|          | Operating System Compatibility: Windows and macOS               |      |      |            |             |
|          | Reduction/Enlargement: 25% to 400%                              |      |      |            |             |
|          | Warranty: At least (3) years warranty on parts and labor        |      |      |            |             |
|          | <b>Consumables and Support:</b>                                 |      |      |            |             |
|          | Must include starter toner cartridges.                          |      |      |            |             |
|          | Must include all necessary cables and accessories               |      |      |            |             |
|          | Availability of toner, drum units, and other consumables in the |      |      |            |             |

Date

By

Printed Name/Signature

Released (BAC) \_\_\_\_\_

Returned (Supplier) \_\_\_\_\_

Tel. No./Cellphone No. \_\_\_\_\_

Date



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[illegible]

Date \_\_\_\_\_

By

Printed Name/Signature

Released (BAC) \_\_\_\_\_  
Returned (Supplier) \_\_\_\_\_

Tel. No./Cellphone No.

Date \_\_\_\_\_