



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



REQUEST FOR QUOTATION

Date: 23 January 2023
RFQ No.: 001-2023

Company/Business Name:¹ _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (**required**): _____

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure the **Rental of Digital Photocopier (Black & White, and Colored)** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your proposal for the item/s described and required herein, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **on or before 5:00 PM of 27 January 2023** addressed to:

Please quote your **best offer** for the item/s described herein addressed to:

Ms. Julie D. Abrigo

Chairperson, Bids and Awards Committee

Unit 2506, Raffles Corporate Center, 1605 Emerald Ave, Ortigas Center, Pasig

Telephone No.: (02) 7900-6741 to 44

Email: bacsecgppb@gppb.gov.ph

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement of Annex "H: of 2016 revised IRR of RA No. 9184, the following documents are required to be submitted along with your proposal on the above set deadline or before the issuance of a Notice of Award.

Document	Remarks
Copy of 2023 Mayor's or Business Permit	In case not yet available, you may submit your expired 2022 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after award of contract but before payment.

¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

For any clarification, you may contact us at telephone no. 7900-6741 to 44 or email address at bacsecgppb@gppb.gov.ph.

(Digitally Sgd.)
RICHELSON A. MANAOIS
Head, Bids and Awards Committee Secretariat

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at bacsecgppb@gppb.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

Rental of Digital Photocopier (Black & White, and Colored)		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.		
A. Provision of 3 fully functional photocopier		
Quantity: <ul style="list-style-type: none"> - 1 Colored photocopier; and - 2 Black and White/Monochrome 		
Photocopier model released at least within the last two years		
Duration: Twelve (12) months		
a. Printing Volume Range: <ul style="list-style-type: none"> - Colored: Estimate of 1000 copies/month - Black and White/Monochrome: Estimate of 20,000 copies/month 		
b. Payment Terms: monthly basis based on actual number of copies printed per month		
c. Allowable Spoilage: 2%		
Machine Specifications:		
a. Capable of wireless and cabled network printing and scanning with available online driver for ease of configuration and setup		

b. Capable of Back to Back Printing, Automatic/Electronic Sorting, Reverse Automatic Document Feeder (RADF, optional) and in good operating condition.		
c. Capable to print documents from MS Office Applications and other applications/formats for documentary printing (e.g. JPEG, PDF, etc.)		
d. Compatible and able to support Windows 7 and/or higher OS.		
e. Copies per minute: at least 30 pages per minute for both monochrome (black and white) and colored		
f. Machine can be used as a scanner and printer with no additional cost for the needed accessories/programs		
g. Scanned Document output files must be in TIF/JPEG/JPG and PDF and can be saved/stored directly to desired location, network PC Server/Laptop, with lightweight Directory Access Protocol (LDAP) Support.		
h. Scan Mode: Scan to FTP, Scan to email, Scan to USB, etc.		
i. Magnification: 25%-400% reduction/enlargement		
j. Supports User Box Specifications		
k. Power Requirements: 220 – 240V / 50 / 60 Hz max.: <1,560 W (system)		
l. Must comply with the latest version of International Energy Star requirements (currently version 2.0 for imaging Equipment)		
m. With user instruction for green performance management		
n. Capable of using recycled content paper without voiding the manufacturer's warranty		
o. Capable of printing and scanning up to A3 paper size		
Maintenance Services:		
a. Regular Inspection and maintenance to keep the photocopying machine in good order.		
b. Regular supply/delivery of consumables regardless of operating time/number of copies free of charge.		
c. Replacement of defective parts shall be free of charge.		
d. On call customer service/technician who shall respond within 8 hours to service calls upon advice of the end-user, and replacement of defective parts within the next 24 hours. Failure to response to service calls shall be a ground for termination of		

contract.		
e. Availability and delivery of service unit after 48 hours in the event of machine breakdown.		
f. Replacement of service unit after five (5) breakdown within a month.		
Installation Services:		
a. Supplier's Representative/Technician shall configure/setup the equipment to make it operational in the presence of the representatives from the Administrative and Information Management Division		
b. Supplier's Representative / Technician shall conduct an orientation and basic trouble shooting to the representatives from the Administrative Division and Information Management Division		
Other Requirements: Must be an authorized distributor of the photocopier brand to be provided as evidenced by a certificate from the manufacturer.		
External Supplier's Evaluation:		
- Must have at least seventy-five percent (75%) satisfactory rating from GPPB-TSO (if previous service provider), if applicable		

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank):

Branch: _____

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Rental of Digital Photocopier (Black & White, and Colored)

Approved Budget for the Contract	Quantity (estimated copies)	Cost per copy	Total Offered Quotation (Inclusive of VAT)
<p align="center">Two Hundred Twenty-Eight Thousand Pesos (PhP228,000.00)</p>	<p>Black and White: 20,000 copies per month</p>	<p>Black and White: _____</p>	<p>In Words: _____ _____ _____ _____</p> <p>In Figures:</p>
	<p>Colored: 1,000 copies per month</p>	<p>Colored: _____</p>	<p>_____ _____ _____ _____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es