



Republic of the Philippines
**GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE**

REQUEST FOR QUOTATION

Date: 21 February 2024
RFQ No.: 005-2024

Company/Business Name: _____

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 **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 duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **5:00 PM of 26 February 2024**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG

Chairperson, Bids and Awards Committee

GPPB-TSO Building, Commonwealth Avenue, Diliman, Quezon City

Telephone No.: (+632) 7900-6740 to 41 and 43 to 44

Email: bacsec@gppb.gov.ph

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Mayor's Permit**
- b. **Omnibus Sworn Statement**

The Head of the Procuring Entity (HoPE) of the GPPB-TSO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at (+632) 7900-6740 to 41 and 43 to 44 or send email to bacsec@gppb.gov.ph.

By the Authority of the Bids and Awards Committee:

MARIA LORA T. ALVAREZ-HORTILLAS

Vice Chairperson

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 technical specifications 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 bacsec@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 e-mail 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	Quantity	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.			
Rental of Digital Photocopier (Black & White and Colored)	4 Units		
Provision of 4 fully functional photocopier (1 colored and 3 B&W/Monochrome)			
Photocopier model released at least within the last four (4) years			
Duration: Twelve (12) months			
Printing Volume Range:			
a. Printing Volume Range:			
Colored: Estimate of 1,000 copies/month			
Black & White: Estimate of 25,000 copies/month			
b. Payment Terms: monthly basis based on actual number of copies printed per month			
c. Allowable Spoilage: 2% of the total copies per month			
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 TIFF/JPG and PDF format 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 - 240 V / 50 / 60 Hz max.: < 1,560 W (system) with energy mode			
l. Must comply with the version of the International Energy Saving Mode requirements			

m. With user instructions 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. Monthly 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 4 hours to service calls upon advice of the end-user and shall be replaced within the next 24 hours. Failure to respond to service calls shall be a ground for termination of contract.			
e. Availability and delivery of service unit after 24 hours in the event of machine breakdown.			
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 Suppliers Evaluation:			
Must have at least seventy-five percent (75%) satisfactory rating from one (1) previous client			
Delivery Requirements:			
Service Provider must deliver the Photocopiers at GPPB-TSO Building, Commonwealth Avenue, Diliman, Quezon City within three (3) calendar days upon receipt of Purchase Order			
*****nothing follows*****			

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within fifteen (15) days after receipt of billing. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

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

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)
Two Hundred Fifty Thousand Pesos (PhP250,000.00)	Black and White:	Black and White:	In words:
	25,000 copies per month	PhP_____	_____

	Colored:	Colored:	In figures:
	1,000 copies per month	PhP_____	_____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es