



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

REQUEST FOR QUOTATION

RFQ No.: AD-2025-002

Date: 10 February 2025

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)** intends to procure the **“Rental of Digital Photocopier (Black and White and Colored)”** with an Approved Budget for the Contract of **Two Hundred Fifty Thousand Pesos (PhP250,000.00)** through **Negotiated Procurement – Small Value Procurement** pursuant to Section 53.9 of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please submit your duly signed Quotation Form including the Terms and Conditions (Annex A) together with the following documents on or before **5:00 PM of 13 February 2025**:

- a. **PhilGEPS Registration Number**
- b. **Mayor's/Business Permit**
- c. **Notarized Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access to this link: <https://www.gppb.gov.ph/wp-content/uploads/2023/07/07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx>

We highly encouraged interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. If the quotation form will be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

Quotations may be submitted through electronic mail at aacrisologo@gppb.gov.ph or physically at the address given below:

ADMINISTRATIVE DIVISION

GPPB-TSO Building, Commonwealth Avenue, UP Diliman Campus,
Quezon City, Philippines 1121
Telephone No.: (+632) 5322-6BAC (6222)

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.

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 Mr. Aaron Vinz Paul A. Crisologo at (+632) 5322-6BAC (6222) or send email to aacrisologo@gppb.gov.ph.


JELLA MAE C. GARCIA
Administrative Officer II, Administrative Division





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TECHNICAL SUPPORT OFFICE

Annex “A”

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.



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(Date)

THE ADMINISTRATIVE DIVISION

Government Procurement Policy Board-Technical Support Office
Commonwealth Avenue, Quezon City

Sir/Madam:

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

Minimum Technical Specifications	Quantity	Statement of Compliance (Please state "Comply" or "Not Comply" for each requirement/specification)
A. Provision of five (5) fully functional photocopier (1 colored and 4 black and white) - Photocopier model released at least within the last four (4) years	1 lot	
B. Duration: Twelve (12) months from the receipt of signed Purchase Order.		
C. Printing Volume: Colored: Estimate of 1,100 copies/month Black and White: Estimate of 25,000 copies/month		
D. Allowable Spoilage: 2% of the total copies per month		
E. Machine Specifications: - Capable of Wireless and cabled network printing and scanning with available online driver for ease of configuration and set up		
- Capable of back-to-back printing, Automatic/Electronic Sorting, Reverse Automatic Document Feeder (RADF, optional) and in good operating condition		
- Capable to print documents from MS Office Applications and other applications/formats for documentary printing (e.g. JPEG, PDF, etc.)		
- Capable to print documents from MS Office Applications and other applications/formats for documentary printing (e.g. JPEG, PDF, etc.)		
- Compatible and able to support Windows 7 and/or higher OS		
- Copies per minute: at least 30 pages per minute for both monochrome (black and white) and colored		
- Machine can be used as a scanner and printer with no		

Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

additional cost for the needed accessories/programs		
- Scanned Documents 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		
- Scan Mode: Scan to FTP, Scan to eMail, scan to USB etc.		
- Magnification: 25%-400% reduction/enlargement		
- Supports User Box Specifications		
- Power Requirements: 220-240V/50/60 Hz max.: <1,560W (system) with energy mode		
- Must comply with the version of the International Energy Savings Mode requirements		
- With user instruction for green performance management		
- Capable of using recycled content paper without voiding the manufacturer's warranty		
- Capable of printing and scanning up to A3 paper size		
F. Maintenance Services:		
- Monthly inspection and maintenance to keep the photocopying machine in good order		
- Regular supply/delivery of consumables regardless of operating time/number of copies free of charge		
- Replacement of defective parts shall be free of charge		
- On call customer service/technician who shall respond within 4 hours to service calls upon advice of the end-user. Failure to respond to service calls shall be ground for termination of contract.		
- Availability and delivery of new service unit after 24 hrs. in the event of machine breakdown		
G. Installation Services		
- Supplier's Representative/Technician shall configure/setup the equipment to make it operational in the presence of the representatives from the Administrative Division and Information Management Division.		
- Supplier's Representative/Technician shall conduct an orientation and basic trouble shooting to the representatives from the Administrative Division and Information Management Division.		
H. Other Requirements		
- Must be an authorized distributor of the photocopier brand to be provided as evidenced by a certificate from the manufacturer		
I. External Supplier's Evaluation		
- Must be an authorized distributor of the photocopier		



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

brand to be provided as evidenced by a certificate from the manufacturer		
J. Delivery Requirements: <ul style="list-style-type: none"> - Service Provider must deliver the Photocopiers at GPPB-TSO Building, Commonwealth Avenue, Diliman, Quezon City within three (3) calendar days upon receipt of the signed Purchase Order. 		
K. Payment Terms <ul style="list-style-type: none"> - Payment shall be made after every delivery provided that the end-user has issued the certificate of acceptance and submission of billing statement. - Service Provider shall be paid monthly based on actual number of copies printed per month 		
<ul style="list-style-type: none"> - Payment shall be made through Landbank's LDDAP-ADA/Bank Transfer Facility, within fifteen (15) calendar days after the receipt of service invoice and issuance of Certificate of Acceptance by the end-user. 		
<p>Interested suppliers shall provide the following details in the statement of compliance column:</p> <ul style="list-style-type: none"> - <i>Banking Institution</i> - Account Number - Account Name (should be the exact account name as registered in the bank) - Bank Branch 		



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

FINANCIAL OFFER:

DESCRIPTION	QTY (estimated copies)	ABC	Total Offered Quotation (Inclusive of VAT)	
			Cost per copy	TOTAL
A. Black and White	25,000 copies/month	Two Hundred Fifty Thousand Pesos (PhP250,000.00)		
B. Colored	1,100 copies/month			
TOTAL				
Amount In Words:				

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es