



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7058534  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** Procurement of Two (2) Units Multifunction Scanner/Copier Machine, Brand New  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	20-06-0323	<b>Status</b>	<b>In-Preparation</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Information Technology	<b>Date Published</b>	22/06/2020
<b>Approved Budget for the Contract:</b>	PHP 240,000.00	<b>Last Updated / Time</b>	21/06/2020 09:41 AM
<b>Delivery Period:</b>	60 Day/s	<b>Closing Date / Time</b>	29/06/2020 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Angela Estribor Rodrigo Project Management Officer B 7th Flr., Legaspi Tower 200, 107 Paseo de Roxas, Legaspi Village Makati City Metro Manila Philippines 1226 63-2-84595000 Ext.7203 bac@pea.gov.ph		

#### Description

INVITATION TO SUBMIT QUOTATION

Quotation Issue Date: June 22, 2020

Quotation Closing Date: June 29, 2020

Approved Budget for the Contract (ABC): Php 240,000.00

Description of Goods and Quantity Required: Procurement of Two (2) Units Multifunction Scanner/Copier Machine, Brand New

Documentary Requirements:

1. PhilGEPS Certificate/Registration Number1
2. Mayor's / Business Permit2
3. Notarized Omnibus Sworn Statement with Secretary Certificate (for Corporate and Partnership)3

Good day!

May we invite you to submit quotation for the above-mentioned requirements of Philippine Reclamation Authority (PRA).

Please fill up the attached quotation form and submit the same with the complete requirements indicated in the said form. You can send it to PRA Office or thru email (bac@pea.gov.ph) for the attention of BAC Secretariat.

Note:

[1]Valid Certificate of Platinum Membership issued by PhilGEPS may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

[2]GPPB Resolution No. 09-2020 dated 07 May 2020, expired Business or Mayor's Permit with Official Receipt of renewal application may be submitted, subject to submission of current and valid Business or Mayor's Permit after award of contract but before payment.

[3]It is required to submit the Omnibus Sworn Statement (with Secretary Certificate, if applicable), whether notarized or not. The submission of the notarized OSS after Award of Contract to the winning bidder but before payment must be complied.

Quotation must be submitted on or before the quotation closing date as shown above. Quotation received with incomplete requirements and those received after the closing date will not be accepted.

For queries and concerns, you may e-mail bac@pea.gov.ph or contact 02-8459-5000 local 7201.

Thank you.

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Multifunction Scanner/Copier Machine Technical Specifications

Functions : Print, Copy, Scan, with ADF

Multifunction machine : Yes

Print Speed (A4) : 35 pages or higher per minute (ppm) or higher

Scan Speed (ADF; A4;) : 25 pages or higher per minute (ppm) or higher

Paper handling and sizes : 100-sheet multi-purpose tray; 60-220 g/m<sup>2</sup>; A4, Letter, Legal, Custom (70 x 148 – 216 x 356 mm); 500-sheet universal paper cassette, 60-120 g/m<sup>2</sup>; A4, Letter, Legal, Custom (105 x 148 – 216 x 356 mm)

Connectivity : Ethernet (Gigabit); 2x USB Host Interface

Supported Operating Systems : Windows 10 (32/64 bit)

Warranty : One (1) year

Included Item : Two (2) extra toner Cartridge

-25000 or higher page yields

Supplier must be an authorized distributor/reseller

Supplier must have authorized personnel to service the unit

**Created by** Angela Estribor Rodrigo

**Date Created** 21/06/2020

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.



# Philippine Reclamation Authority (PRA)

7th. Floor, Legaspi Towers 200, 107 Paseo de Roxas, Makati City  
Tel. No. 459-5000 loc. 7203

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Thank you.

ANGELA E. RODRIGO  
BAC Secretariat  
Philippine Reclamation Authority



# Philippine Reclamation Authority (PRA)

7th. Floor, Legaspi Towers 200, 107 Paseo de Roxas, Makati City  
Tel. No. 459-5000 loc. 7203

## QUOTATION FORM

SUPPLIER:	_____	Date	_____
PhilGEPS Registry No.	_____		
ADDRESS:	_____		
	_____	WEBSITE:	_____
TEL. NO.:	_____	E-MAIL:	_____
TIN NO.:	_____		

### INSTRUCTIONS:

1. Fill in all the blanks and place checkmarks on applicable boxes.
2. Quote your lowest net government price(s), taxes included, F. O. B. destination, for the item(s)/service(s) listed hereunder, indicating the shortest time of delivery and furnishing this Office with descriptive brochures, catalogues (if available), and/or samples (if required).
3. Indicate the brand name of the offered item/s and delivery charges (if applicable).
4. In case you are the **exclusive manufacturer, distributor or agent** in the Philippines, attach appropriate documents to the said effect.
5. E-mail duly accomplished form to bac@pea.gov.ph or submit said form to PRA Office (BAC Secretariat).

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (If Applicable)	UNIT PRICE *	TOTAL AMOUNT *
1.	2	pcs	<b>MULTIFUNCTION SCANNER/COPIER MACHINE, BRAND NEW</b> <i>See attached Technical Specifications)</i>			
			<b>Delivery Period:</b> 60 calendar days			
			<b>Warranty Period:</b> At least one (1) year			
			== NOTHING FOLLOWS ==			

- Note: Amount shall be inclusive of taxes and delivery charges (if applicable).

### Terms and Conditions:

1. Payment shall be in the form of **Company Check** and price validity shall be **30 calendar days**.
2. Availability of item/s:  delivery  pick-up within \_\_\_\_ calendar days upon receipt of Purchase Order (P.O.).
3. Warranty period:  Not Applicable  Applicable warranty period shall be \_\_\_\_\_.
4. Please indicate if quotation is:  VAT inclusive  Non-VAT.
5. Supplier/s must submit a copy of the following documents per 2016 Revised IRR of R.A. 9184: valid **PhilGEPS Certificate/Registration Number, Mayor's/Business Permit, and Omnibus Sworn Statement with Secretary Certificate (for Corporate and Partnership)**.
6. Suppliers must download the attached document of a bid before the closing date to be included in the Document Request List (DRL). Suppliers must be registered in PhilGEPS.
7. By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	VAT Taxpayer	Non-VAT Taxpayer
Expanded Withholding TAX	2%	2%
Gross Money Payment	5%	3%
<b>TOTAL</b>	<b>7%</b>	<b>5%</b>

QUOTED BY:

\_\_\_\_\_  
Signature Printed Name Position

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Connectivity	: Ethernet (Gigabit); 2x USB Host Interface
Operating Systems	: Windows 10 (32/64 bit)
Warranty	: One (1) year
Included Item	: Two (2) extra toner Cartridge
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	Supplier must be an authorized distributor/reseller
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