



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7759778
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title LEASE OF MONOCHROME PHOTOCOPIING MACHINES FOR ONE (1) YEAR CONTRACT
Area of Delivery Metro Manila

Solicitation Number:	21-06-0487	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Information Technology	Date Published	11/06/2021
Approved Budget for the Contract:	PHP 543,400.00	Last Updated / Time	11/06/2021 00:00 AM
Delivery Period:	7 Day/s	Closing Date / Time	16/06/2021 17:00 PM
Client Agency:			
Contact Person:	Angela 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

QTY. UNIT DESCRIPTION
 6 units Lease of Monochrome Photocopying Machines for one (1) year contract
 Refer to TERMS OF REFERENCE
 Delivery period: 7 calendar days upon receipt of Notice to Proceed
 Approved Budget for the Contract: Php 543,400.00 ONLY

DOCUMENTARY REQUIREMENTS (COMPLY ALL):

1. Accomplished Quotation Form and Specifications Form (SEE ATTACHED)
2. PhilGEPS Registration Number
3. Valid Business/ Mayor's Permit[1,2]
4. Omnibus Sworn Statement[3]
5. Secretary Certificate (for corporation or partnership)
6. Latest Income/Business Tax Returns

Please use PDF (preferred) or IMAGE file extension for email submission.

Good day!

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

PLEASE FILL UP THE ATTACHED FORMS 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. ONLINE SUBMISSION IS PREFERRED. Kindly check our website at <http://www.pea.gov.ph> for announcement of office hours during the community quarantine.

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.

You may write your queries and concerns to bac@pea.gov.ph.

Note:

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

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

[3]Unnotarized Omnibus Sworn Statement (with Secretary Certificate for Corporations or Partnership) may be submitted, subject to submission of the notarized OSS after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

Thank you.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	LEASE OF MONOCHROME PHOTOCOPIING MACHINES	For one (1) year contract	6	Unit	543,400.00

Other Information

Please check <http://www.pea.gov.ph> or message bac@pea.gov.ph if you can't download the Associated Components.

Created by Angela Rodrigo

Date Created 10/06/2021

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

QUOTATION FORM

Date

SUPPLIER: _____

PhilGEPS Registry No. _____

ADDRESS: _____

TIN. NO.: _____

TEL. NO.: _____

WEBSITE: _____

E-MAIL: _____

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). **ONLINE SUBMISSION IS PREFERRED.**

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (If Applicable)	UNIT PRICE *	TOTAL AMOUNT *
1.	6	units	Lease of Monochrome Photocopying Machines for one (1) year contract			
			Refer to TERMS OF REFERENCE			
			Delivery period: 7 calendar days upon receipt of Notice to Proceed			
			Approved Budget for the Contract: Php 543,400.00 ONLY			

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

Terms and Conditions (FILL-OUT AND COMPLY REQUIREMENTS):

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 (c.d.) upon receipt of Purchase Order (P.O.).
3. Warranty period: Not Applicable Applicable warranty period shall be _____.
4. Indicate if quotation is: VAT inclusive Non-VAT (**attach certification**).
5. **Supplier/s must submit a copy of ALL the following documents per 2016 Revised IRR of R.A. 9184:**
 - **Valid PhilGEPS Registration Number**
 - **Mayor's/Business Permit^{1,2}**
 - **Latest Income/Business Tax Returns**
 - **Omnibus Sworn Statement³ (include Secretary Certificate for partnership or corporation)**
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%
TOTAL	7%	5%

QUOTED BY:

Signature

Printed Name

Position

¹ Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration No.
² Expired Business/ Mayor's Permit with Official Receipt of renewal application may be submitted, subject to submission of current and valid Business/ Mayor's Permit after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

³ Unnotarized Omnibus Sworn Statement (with Secretary Certificate for Corporations or Partnership) may be submitted, subject to submission of the notarized OSS after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

TERMS OF REFERENCE

Name of Project : Lease of Photocopying Machines for CY 2021
Location : 7th, 8th and 9th floors Legaspi Towers 200, Paseo de Roxas, Makati City
Estimated Budget : Php 543,400.00 for One (1) Year Contract
Min. Copies/Month : 45,000 copies
Units/Machines : Six (6) Units of Photocopiers

SPECIFICATIONS		COMPLY/ NOT COMPLY (REMARKS)
MACHINE SPECIFICATIONS		
Classification	Console with built-in Scanner (auto collate)	
Print/Scan Speed	Print: 35 - 45 cpm	
Print/Copy Resolution	1,200 x 1,200 dpi	
Scan Resolution	100 - 600 dpi	
Magnification	25%-400% (ratio)	
Document Feeder	Reversible Automatic Document Feeder	
Paper Size	Auto paper size selector (Letter, Legal, A4, A3)	
Usage	Copier, Scanner & Network Printer (direct print & scan)	
OS/File Format	Latest Windows OS / JPEG, PDF, TIFF	
Machine Condition	Brand New or Latest Production Year 2016	
Printing	Auto duplex, by-pass tray equipped & Network Print/Scan	
Ports/Voltage	Ethernet, USB / 220-240VAC (built-in CB)	
Security/Accounting	Secured Printing (lock code), Usage Monitoring (group)	
Spoilage	2% per month	
Classification	Console with built-in Scanner (auto collate)	
STANDARD INCLUSION		
Response Time (before 10am)	Within the day	
Max Resolution Time	Within 24 hours	
Provision of Service Unit	Within 48 hours	
Full Replacement	Within 72 hours	
Maintenance	Bi-monthly	
Online Support	Business Hours/ Business Days	
Service, Parts and Consumables	Unlimited	

NOTE:

- Supplier must be ready to provide proof of compliance (pictures, brochure, certification, etc.) and sample when required by the BAC for evaluation purposes.

SIGNED:

Signature Printed Name Position

For inquiries on technical specifications, contact:

Ms. Sheila Audrey A. Cureg
 Supply Officer II
 0927-638-8877

LEASE OF PHOTOCOPYING MACHINE Terms of Reference (TOR)

<i>Name of Project</i>	: Lease of Photocopying Machines for CY 2021
<i>Location</i>	: 7th, 8th & 9th Flrs. Legaspi Towers 200, Paseo de Roxas, Makati City
<i>Estimated Budget</i>	: Php 543,400.00
<i>Contract Duration</i>	: Twelve (12) Months
<i>Minimum Copies per Month</i>	: 45,000 copies
<i>No. of Unit/ Machine</i>	: Six (6) Units / Photocopiers

Technical Specification

Classification	❖ Console with built-in Scanner (auto collate)
Print/Scan Speed	❖ Print: 35 - 45 cpm Scan: 55 spm (mono)/40 spm (color)
Print/Copy Resolution	❖ 1,200 x 1,200 dpi
Scan Resolution	❖ 100 - 600 dpi
Magnification	❖ 25%-400% (ratio)
Document Feeder	❖ Reversible Automatic Document Feeder
Paper Size	❖ Auto paper size selector (Letter, Legal, A4, A3)
Usage	❖ Copier, Scanner & Network Printer (direct print & scan)
OS/File Format	❖ Latest Windows OS / JPEG, PDF, TIFF
Machine Condition	❖ Brand New or Latest Production Year 2016
Printing	❖ Auto duplex, by-pass tray equipped & Network Print/Scan
Ports/Voltage	❖ Ethernet, USB / 220-240VAC (built-in CB)
Security/Accounting	❖ Secured Printing (lock code), Usage Monitoring (group)
Spoilage	❖ 2% per month
Inclusions	❖ Response Time (before 10am): Within the day Max Resolution Time: Within 24 hours Provision of Service Unit: Within 48 hours Full Replacement: Within 72 hours Maintenance: Bi-monthly Online Support: Business Hours/Business Days Service, Parts and Consumables: unlimited

Prepared by: _____

Verified by:

SANCHO GLENN A. LASTIMOSA
Acting Division Manager – GSD

ROLANDO V. MAJADAS
Manager, Admin. Services Dept.