



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7762866
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title 7 units COLOURED MULTI-FUNCTION PRINTER INK TANK A3
Area of Delivery Metro Manila

| | | | |
|--|---|------------------------------|---------------------|
| Solicitation Number: | 21-04-0375 | Status | Active |
| Trade Agreement: | Implementing Rules and Regulations | Associated Components | 2 |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Bid Supplements | 0 |
| Classification: | Goods | Document Request List | 3 |
| Category: | Information Technology | Date Published | 14/06/2021 |
| Approved Budget for the Contract: | PHP 315,000.00 | Last Updated / Time | 14/06/2021 00:00 AM |
| Delivery Period: | 45 Day/s | Closing Date / Time | 17/06/2021 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
 7 units COLOURED MULTI-FUNCTION PRINTER INK TANK A3
 Refer to SPECIFICATIONS form (page 2)
 Delivery period: 45 calendar days
 Approved Budget for the Contract: Php 315,000.00 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] (notarized OR not notarized)
5. Secretary Certificate (for corporation or partnership)

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).

Line Items

| Item No. | Product/Service Name | Description | Quantity | UOM | Budget (PHP) |
|----------|---|------------------------------|----------|------|--------------|
| 1 | COLOURED MULTI-FUNCTION PRINTER INK TANK A3 | See technical specifications | 7 | Unit | 315,000.00 |

Other Information

Please visit <http://www.pea.gov.ph> or message bac@pea.gov.ph if you are unable to download associated components.

Created by Angela Rodrigo

Date Created 11/06/2021



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. | 7 | units | COLOURED MULTI-FUNCTION PRINTER INK TANK A3 | | | |
| | | | Refer to SPECIFICATIONS form (page 2) | | | |
| | | | Delivery period: 45 calendar days | | | |
| | | | Approved Budget for the Contract: Php 315,000.00 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}**
 - **Omnibus Sworn Statement (include Secretary Certificate for partnership or corporation)³**
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).

TECHNICAL SPECIFICATIONS

PROJECT: 7 units COLOURED MULTI-FUNCTION PRINTER INK TANK A3
APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 315,000.00 ONLY

| SPECIFICATIONS | COMPLY / NOT COMPLY | REMARKS |
|---|---------------------|---------|
| 1. Functions: Print, Copy, Scan, with ADF | | |
| 2. Print Speed (A4): 22 pages per minute (ppm) or higher | | |
| 3. Copy Speed (A4): 7 pages per minute (ppm) or higher | | |
| 4. Scan Speed (Flatbed / ADF): 4 pages per minute (ppm) or higher | | |
| 5. Paper handling Input: Tray: Max. 250 sheets of 80 gsm plain paper; ADF: Max. 50 pages, 80 gsm | | |
| 6. Paper Type: Plain paper, Inkjet paper, Glossy paper(cast/resin), Recycled paper | | |
| 7. Paper Sizes (Supported): A3, A4, Letter, Legal, Folio, Photo-4"x6", Indexcard-5"x8", Photo-3.5"x5", Photo-5"x7", C5 Envelope, Com-10 Envelope, DL Envelope, Monarch Envelope | | |
| 8. Copy Colour: Yes | | |
| 9. Copy Monochrome: Yes | | |
| 10. Copy Paper Size: Legal, Folio, Letter, A3, A4, Photo-4"x6" | | |
| 11. Duplex Scan: Yes | | |
| 12. Scan Colour: Yes | | |
| 13. Scan Monochrome: Yes | | |
| 14. Connectivity a. Ethernet (Gigabit) b. USB 2.0 Host Interface (1x) c. Wi-Fi: IEEE 802.11b/g/n | | |
| 15. Compatible Operating Systems - Windows 10 (32/64 bit) | | |
| 16. Warranty: One (1) year | | |
| 17. Vendor Certification: Certification from hardware manufacturer or authorized representative that the bidder/supplier is an authorized Philippine reseller. | | |
| 18. INCLUSION: MFP PRINTER A3 INK BOTTLE 2x Black: 6500-page yields 2x Cyan: 5000-page yields 2x Magenta: 5000-page yields 2x Yellow: 5000-page yields | | |

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