



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**PHILIPPINE RECLAMATION AUTHORITY**

7<sup>th</sup> floor, Legaspi Towers 200 Bldg., 107 Paseo De Roxas St., Legaspi Village, 1226 City of Makati  
Tel. No.: (02) 8459-5000 • Facsimile No.: (02) 815-2662  
Website: [www.pea.gov.ph](http://www.pea.gov.ph) • Email: [info@pea.gov.ph](mailto:info@pea.gov.ph)



**REQUEST FOR QUOTATION (Small Value Procurement Above ₱500,000.00)**

<b>PROJECT INFORMATION:</b>		Approved Budget for the Contract (ABC):	<b>₱900,000.00 ONLY</b>
Project Name:	<b>LEASE OF MINIMUM OF EIGHT (8) MONOCHROME PHOTOCOPIERS</b>	Quotation Issue Date:	<b>06 Sep 2023</b>
PhilGEPS Ref. No.:	<b>10104281</b>	Quotation Closing Date:	<b>11 Sep 2023</b>

**SUPPLIER INFORMATION (Fill-out completely):**

Company Name:		PhilGEPS Reg. No.:	
		TIN:	
Address:		Email Address:	
		Contact Number:	

**INSTRUCTIONS:**

<ol style="list-style-type: none"> <li>Do not alter the contents of this form in any way.</li> <li>Bidder shall provide correct and accurate information required in this form <b>AND SIGN ALL PAGES</b>.</li> <li>Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative.</li> <li>If another form is used other than this RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions of this RFQ.</li> <li>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).</li> <li>Indicate the brand name of the offered item/s (if applicable).</li> <li>Indicate compliance of the Technical Specifications. Non-compliant proposals shall render the quotation ineligible/disqualified.</li> <li>For <b>EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES</b>, attach appropriate documents to the said effect.</li> <li>E-mail duly accomplished form and documentary requirements to <a href="mailto:bac@pea.gov.ph">bac@pea.gov.ph</a> or submit them in hard copy to PRA Office (BAC Secretariat).</li> <li>Quotations, including documentary requirements, received after the <b>Quotation Closing Date</b> shall not be accepted.</li> <li>Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> </ol>	<p><b>ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION</b></p> <ul style="list-style-type: none"> <li>✓ Valid PhilGEPS Registration Number</li> <li>✓ Valid Mayor's/Business Permit</li> <li>✓ <u>Notarized</u> Omnibus Sworn Statement <ul style="list-style-type: none"> <li>✓ For Partnership or Corporation, include Notarized Secretary Certificate</li> <li>✓ For Sole Proprietor, include Special Power of Attorney, if applicable</li> </ul> </li> <li>✓ For Partnership or Corporation: <u>Notarized</u> Secretary Certificate</li> <li>✓ Latest Income/Business Tax Returns <i>(Per 2016 Revised IRR of R.A. 9184)</i></li> </ul>
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**OFFICIAL QUOTATION FROM THE SUPPLIER:**

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (if applicable)	UNIT PRICE*	TOTAL PRICE (Unit Price x Qty)*
1.	1	lot	<b>Lease of Monochrome Photocopiers</b>			
			<b>Refer to Technical Specifications / Other Terms and Conditions.</b>			
			-nothing follows-			
<b>GRAND TOTAL IN PHILIPPINE PESO*:</b>						
<i>Proposal exceeding the ABC shall be automatically disqualified and shall not be evaluated.</i>						

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

Authorized Representative:	(Sign ALL Pages)
Signature Over Printed Name	Position
	Date

**TERMS AND CONDITIONS** (Fill-out completely the required information):

1. Payment shall be in the form of **Company Check** and price validity shall be **45 calendar days**.
2. Contract Duration: One (1 year)
3. For Goods, the item/s shall be inspected on the scheduled date and time of the Procuring Unit.
4. Warranty period:
  - Not Applicable
  - Applicable warranty period shall be \_\_\_\_\_.
5. Indicate if quotation is:
  - VAT INCLUSIVE
  - NON-VAT (**ATTACH CERTIFICATION**)
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. Supplier must be ready to provide proof of compliance (pictures, brochure, certification, etc.) and sample when required by the BAC for evaluation purposes.
8. By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	GOODS				SERVICES			
	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VARIABLE	1%	BIR Form 2307	5%	BIR Form 2307	2%	BIR Form 2307	5%	BIR Form 2307
NON-VAT	1%	BIR Form 2307	1%	BIR Form 2306	2%	BIR Form 2307	1%	BIR Form 2306

**TECHNICAL SPECIFICATIONS**

*Bidder must indicate compliance with the requirements listed in the table below:*

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p><b><u>LEASE OF MONOCHROME PHOTOCOPIERS</u></b></p> <p><b>Contract Term:</b> One (1) Year</p> <p><b>1. <u>Machine Specifications</u></b></p> <p><b>Type/Function</b> : Console with built-in scanner (auto collate)</p> <p><b>Condition</b> : Brand New</p> <p><b>Quantity</b> : Minimum of Eight (8) units</p> <p><b>Minimum Copies</b> : 45,000 copies</p> <p><b>Print/Copy Speed</b> : 35 - 45 copies per minute or faster</p> <p><b>Print Size</b> : Must be able to print in A3, A4, Folio, Letter and Legal sizes, auto paper size selector</p>		

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Signature Over Printed Name	Position
	Date

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p><b>Copy/Print Resolution</b> : 600 x 600 dpi (standard) / 1,200 x 1,200 dpi (high resolution) or higher</p> <p><b>Print features</b> : <ul style="list-style-type: none"><li>• One-sided and two-sided printing</li><li>• By-pass tray equipped</li></ul></p> <p><b>Scan type/resolution</b> : 100 – 600 dpi or higher</p> <p><b>Scan file format</b> : at least JPEG and PDF</p> <p><b>Scan Speed</b> : 55 spm (mono) / 40 spm (color) or faster</p> <p><b>Reduce/Enlarge</b> : Auto Image Rotation/Reduction &amp; Enlargement (25% - 400%)</p> <p><b>Output</b> : Electronic Sorting, Grouping</p> <p><b>Display</b> : Touch Screen</p> <p><b>Connectivity</b> : USB 2.0 or 3.0, Ethernet 100Base-TX/10Base-T</p> <p><b>Printer Driver</b> : Must have support for universal printer software driver</p> <p><b>Scanner Driver</b> : Must support Scan to PC, Scan to USB, and Secure File Transfer Protocol (SFTP)</p> <p><b>OS Compatibility</b> : Windows 11 and MacOS Catalina or latest</p> <p><b>Other features</b> : <ul style="list-style-type: none"><li>• Reversible Automatic Document Feeder</li><li>• Network Print/Scan</li></ul></p>		
<p><b>2. Inclusions</b></p> <p>a. <u>Unlimited service and supply of parts and consumables (toners, drums, etc.)</u>. Provision of at least one (1) set of spare toner/cartridge per unit. Provision of consumables and spare parts should be available at all times with no extra cost to PRA.</p> <p>b. <u>Prompt service response</u> within the day provided that the request is received by the Service Provider's service center before 10 AM. On-site technician support shall be made the following working day if service request is received after the cut-off time of 10:00 AM</p> <p>c. <u>Resolution of defect/s shall be within 24 hours</u> from commencement of service of the technician if the unit is unserviceable.</p> <p>d. <u>Installation of service unit(s) within 48 hours</u> from commencement if the service if the technician whenever the main unit(s) is determined to be unserviceable.</p> <p>e. <u>Full replacement of unserviceable unit</u> with a unit that complies with the minimum specifications indicated above, <u>within 72 hours</u> from commencement of the service of the technician, whenever</p>		

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Signature Over Printed Name	Position
	Date

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p>the unserviceable main unit can no longer be repaired.</p> <p>f. <u>Maintenance of the equipment(s) twice a month</u>, inclusive of cleaning, lubrication, internal diagnostics, etc.</p> <p>g. <u>Online support</u> available within regular business hours and business days <u>from 8:00 AM to 5:00 PM</u></p> <p>3. The Monochrome Photocopiers shall be delivered and installed at PRA's Head Office at <b>7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> Floors, Legaspi Towers 200 Building, 107 Paseo de Roxas, Legaspi Village, Makati City.</b></p> <p>4. PRA shall be allowed a maximum copy <b>spoilage</b> of <b>2%</b> of gross copies per month.</p> <p>5. The Service Provider shall submit the following for the processing of payment:</p> <ol style="list-style-type: none"> <li>Letter request for payment (per COA Circular 23-004)</li> <li>Billing Statement</li> <li>Copy of meter reading</li> <li>Other documents that may be required for the processing of payment</li> </ol>		
<p><b>Delivery period:</b></p> <p>Date indicated in the Notice to Proceed (NTP)</p>		
<p><i>--nothing follows--</i></p>		

Authorized Representative:	(Sign ALL Pages)	
Signature Over Printed Name	Position	Date

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*