

**PRIVATIZATION AND MANAGEMENT OFFICE**

104 Gamboa St., Legaspi Village, Makati City  
www.pmo.gov.ph

**REQUEST FOR QUOTATION (RFQ)**

DATE : Jan. 25, 2023

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Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) **Lease of two (2) units Multi-Function Machines (copier/scanner) to PMO for CY 2023 per attached Terms of Reference (TOR)** with an Approved Budget for the Contract (ABC) of **One Hundred Fifty Thousand Pesos (Php 150,000.00)**. Submit your quotation to the authorized canvasser of this office, through fax at **8894-2205** or thru email at **haturtal@pmo.gov.ph**, on or before Jan. 30, 2023 | 12:00 NN. Bids received beyond the deadline for submission will not be considered.

The contract/purchase order will be awarded to the qualified bidder/supplier/service provider whose proposal is the lowest and most responsive to the requirements of the Privatization and Management Office (PMO) and has no pending report/deliverables to PMO. Bids in excess of the ABC and with non-compliant or incomplete documentary requirements submitted shall automatically be disqualified.

The PMO is in no way bound to accept the lowest price quotation or any proposal which is not advantageous to the government. Further, PMO reserves the right to accept or reject any or all price quotations/proposals at any time prior to contract award/purchase order without thereby incurring any liability to the affected bidder(s)/supplier(s)/service provider(s).

Please submit the following documentary requirements together with your quotation or proposal.

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number  
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Notarized Omnibus Sworn Statement (SVP with ABC's above PHP 50K)  
(Original copy shall be submitted subject to the award of contract)

Thank you.

Very truly yours,

  
**MA. ELENA D. DE LEON**  
Administrative Officer V

**QUOTATION**

DATE: \_\_\_\_\_

Dear (Name of End-User);

We are pleased to submit our quotation/proposal for the procurement of **Lease of two (2) units Multi-Function Machines (copier/scanner) to PMO for CY 2023 per attached Terms of Reference (TOR)** with Reference No. PMO - 23-04.

**ABC: One Hundred Fifty Thousand Pesos (Php 150,000.00)**

**MODE OF PROCUREMENT: Alternative Method - Small Value Procurement**

ITEM NO.	QTY	UNIT	ARTICLES	BRAND	UNIT PRICE	TOTAL
	1	Lot	<b>Lease of two (2) units Multi-Function Machines (copier/scanner) to PMO for CY 2023 per attached Terms of Reference (TOR)</b>			
				<b>TOTAL AMOUNT</b>		₱

**Amount in Words:** \_\_\_\_\_

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**TERMS AND CONDITIONS:**

1. Delivery Period: within seven (7) calendar days from receipt of Purchase Order (P.O.)
2. Validity of Price Quotation: thirty (30) calendar days from date of submission of quotation
3. Warranty Period: at least one (1) year from date of delivery
4. Terms of Payment: Within 15-30 calendar days from receipt of billing and complete supporting documents.

Respectfully yours,

Signature : \_\_\_\_\_

Name of Supplier : \_\_\_\_\_

Designation : \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact No. : \_\_\_\_\_

TERMS OF REFERENCE  
Lease of Two (2) Units Multi-Function Machines  
For Calendar Year 2023

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1. Name of Project

Procurement for the Lease of two (2) units Multi-Function Machines (copier/scanner) to Privatization and Management Office (PMO) located at 104 Gamboa Street, Legaspi Village, Makati City.

2. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is One Hundred Fifty Thousand Pesos P150, 000.00).

3. Scope of Services

The Participating Service Provider undertakes and commits that it will promptly and fully perform/deliver the Lease of two (2) units multi-function machines (copier/scanner) in accordance with the requirements and specifications of PMO.

4. Requirements /Technical Specifications

4.1 Requirements

- i. Digital Photocopying machines with at least two (2) front-loading paper trays per machine.
  - a. 1 (1) unit – 35-45 copies per minute, to be installed at 6th floor of PMO
  - b. 1 (1) unit – 36 copies per minute, to be installed at 2nd floor of PMO
- ii. Plan/schedule for the supply of required consumables and spare parts

4.2 Technical Specifications:

- i. Plain Paper Copier and Scanner (lease)
- ii. Digital Type with minimum 50 set finisher documents feeder and back to back feature
- iii. Model: with LCD display, user friendly and to deliver high quality copies
- iv. Design: Digital/Console
- v. Maximum Original Size: A3
- vi. Copy System: Indirect Electrostatic transfer
- vii. Paper: A4, 8 ½" x 11", 8 ½" x 14", 11" x 17"
- viii. Copy paper quality: Plain paper 60 – 120 gsm
- ix. Full color Network Scanner (to email, to network folder, to desktop)
- x. Reduction/Enlargement
- xi. Locking mechanism i.e. Manual key lock, coding, pin lock, etc)
- xii. Density Control: Automatic and manual
- xiii. Acceptable original: Single sheets, books, 3 dimensional objects
- xiv. Continuous printing (1-900 copies)

5. Qualifications of the Service Provider

- 5.1 The Service Provider must be in the business for at least two (2) years prior to the engagement and must be legally and technically capable to undertake to perform/deliver the lease of two (2) units multi-function machines (copier/scanner) subject of the Request for Quotation (RFQ);
- 5.2 The Service Provider must be a registered Philippine Government Electronic Procurement System (PhilGEPS) member at the time of the lease of two (2) units multi-function machines (copier/scanner).

6. Obligations of Service Provider

- 6.1 Provide PMO with at least two (2) multi-function machines (copier/scanner) together with their accessories, which comply with the technical specification enumerated in Item No. 4 to be installed at the place or places designated by PMO, provided that the Service Provider shall, at PMO's request, provide additional multi-function machines (copier and scanner), with the same technical specifications together with their accessories, as PMO deems necessary, which shall be installed in areas or places designated by PMO.
- 6.2 Supply the consumables necessary to produce the machine copies, without any additional charge or cost to PMO, and ensure that said consumables are adequate at all times
- 6.3 Regularly, and as often as necessary, make inspections, examinations, adjustments and cleaning to keep the multi-function machines provided to PMO in good working order and condition, at the Service Provider's own expense
- 6.4 Supply PMO, free of charge, with necessary replacement parts for the multi-function machines and effect the necessary or appropriate repairs thereto free of charge.
- 6.5 Immediately replace any defective unit of the multi-function machines at its own expense
- 6.6 Provide monthly preventive maintenance service of the multi-function machines free of charge, which shall be done during PMO's regular working hours
- 6.7 Provide demo and free training to PMO's assigned operator/representative.
- 6.8 The Service Provider shall pay, without need of demand, a penalty of one-tenth (1/10) of one percent for every day of delay in the delivery of any of the Services.

7. Performance Period

The Service Provider undertakes to perform/deliver the lease of two (2) units multi-function machines (copier/scanner) for the period Jan 1 to December 31, 2023.

8. Documentary Requirements – Prospective contractors must submit the following:

- 8.1 Latest Mayor's/Business Permit
- 8.2 PhilGEPS Registration Number
- 8.3 Omnibus Sworn Statement
- 8.4 List of all ongoing and completed government and private contracts within the last two years (2020 to 2021 or 2021 to 2022, if available) from the submission of Request for Quotation.

9. Terms and Conditions

- 9.1 Unless sooner terminated by PMO, the lease of multi-function machines shall be for a period of one (1) year.
- 9.2 As rental fee for the Services, PMO shall pay the Service Provider a Straight Rate of (maximum rate per copy of **Php 0.85 / average copies per month of 14,705**) inclusive of

tax, provided that the total Rental Service Charges to be paid by PMO shall not exceed the amount of ABC (Php 150,000.00).

- 9.3 The Rental Service Charges shall commence to be computed from the date of installation of the relevant units of the Machine. PMO reserves the right to request removal or withdrawal of any or all additional units that may have been requested by PMO, at any time that PMO deems said units unnecessary.
- 9.4 The PMO and the Service Provider shall, on a closing date to be agreed upon by the parties for each month, appoint its respective representatives to verify the meter reading for the month as shown in the meter reading card. The representatives of PMO and the Service Provider shall, on such closing date, enter the meter reading for the month in the meter reading card and certify the correctness and accuracy of the meter reading.
- 9.5 The Rental Service Charges is based on the copies reported monthly on the meter reading card, net of spoiled copies.
- 9.6 The PMO shall be allowed at least 1% copy spoilage of the gross or total number of pages copied per month. The spoiled copies shall not be included in the computation of the Rental Service Charge for the month.
- 9.7 The Service Provider acknowledges and agrees that it has entered into this Agreement as an independent service provider. The Service Provider shall indemnify the PMO and hold PMO free and harmless, from any damage to or loss of property of, or from any injury to, any PMO personnel or any third person, in the course of its performance of the Services.
- 9.8 The Service Provider agrees to indemnify PMO for any claim, loss, damage, or destruction to PMO property and for any loss, damage or injury that may be incurred by PMO, its officers, employees and representatives, which is attributable to (a) the failure by the Service Provider or any of its employees, personnel, agents or representatives to perform in full or in part the Services required under this Terms and Conditions, (b) the fault, negligence, unlawful act, or misconduct of the Service Provider, its employees, personnel, agents or representatives in relation to the performance of the Services or any of its obligations arising directly or indirectly from the breach by the Service Provider of this Terms and Conditions or any applicable law or regulation.
- 9.9 Notwithstanding the performance period, PMO may at any time terminate the services earlier than the agreed period for any reason, provided that a written notice of such termination is served by PMO on the Service Provider at least thirty (30) days prior to the effective date of termination.
- 9.10 Upon termination of the services, all the Machines shall be removed by the Service Provider from the installation site at its own cost, and all unpaid Rental Service Charges shall be settled by PMO within the period provided.
- 9.11 The machines shall remain the property of the Service Provider. PMO shall take reasonable care of the Machines while installed in its premises. PMO shall not make any alterations thereto, nor sell, dispose, transfer, rent, pledge or mortgage, or otherwise deal with the same in any way which may be prejudicial to the rights of the Service Provider.

9.12 Neither the Service Provider, nor its affiliates, agents, personnel, employees, subcontractors, or representatives, shall use or disclose to any person or entity, by any means and in any form (whether written, oral, electronic or other form), or give such person or entity access to, any information obtained from PMO or disclosed by or on behalf of PMO or otherwise prepared or discovered either in the performance of the terms and conditions, or while on PMO's premises.

9.13 The Service Provider represents and warrants that it has full capacity and authority to enter into and perform its obligations under the terms and conditions, and to perform and undertake the obligations hereunder with all due skill, care and diligence.

9.14 The Service Provider shall not directly or indirectly, in whole or in part, neither by operation of law or otherwise, assign or transfer, delegate or subcontract any of its obligations.

## 9. Payments

The PMO shall pay the Service Provider the amount equivalent to the actual number of copies reported monthly on the meter reading as verified by both PMO and Service Provider, net of spoiled copies, thirty (30) days from receipt of billing statement.

Authorized Signature  
Name & Title of Authorized Signatory  
Name of Supplier – Agency  
Supplier's Address