

REQUEST FOR QUOTATION

Date: Feb. 8, 2025

Solicitation No.: PMO-25-06

Company/Business Name: _____

Address: _____

Contact Number: _____

The Privatization and Management Office (PMO), through its Administrative Division, intends to procure of Lease of Three (3) units of Multi-Function Machines (copier/scanner) to PMO for CY 2025 with an Approved Budget for the Contract (ABC) in the amount of One Hundred Fifty Thousand Pesos (PhP 150,000.00) in accordance with Section 53.9 Negotiated Procurement - Small Value Procurement of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please quote your best offer for the item/s described herein using the **Technical Specifications Form** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative not later than 5:00 PM of Feb. 14, 2025 to haturtal@pmo.gov.ph.


Interested supplier shall also submit copies of the following documents together with the quotation on or before the above specified deadline of submission:

1. Valid Mayor's or Business Permit; and
2. PhilGEPS Registration Number.
3. Notarized Omnibus Sworn Statement (SVP with ABC's above PHP 50K)

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class "A" eligibility documents may be submitted.

The Head of the Procuring Entity (HoPE) of the PMO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected supplier or suppliers.

For any clarification, you may contact us at (02) 8894-2205 or send an email at haturtal@pmo.gov.ph.


LIZELLE M. PEREZ
Ent-user

INSTRUCTIONS TO SUPPLIERS

- (1) Do not alter the contents of this form in any way. Suppliers must provide the correct and accurate information required in this form.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, suppliers must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, the provisions in the RFQ shall prevail.

- (3) **All technical specifications are mandatory.** Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) **Quotations, including documentary requirements, received after the deadline shall not be accepted.**

TERMS AND CONDITIONS

- (1) Price quotations shall be valid for a period stated in the Technical Specifications Form.
- (2) Price quotations shall be denominated in Philippine peso and shall include all taxes, duties, and/or levies payable.
- (3) **Quotations exceeding the ABC shall be rejected.**
- (4) In case two or more suppliers were determined to have submitted the Lowest Calculated and Responsive Quotation, the PMO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular No. 06-2005.
- (5) Award of contract shall be made to the lowest quotation which complies with the technical specifications, documentary requirements, and other terms and conditions stated herein.
- (6) The items shall be delivered in accordance with the accepted offer of the supplier.
- (7) Items delivered shall be inspected on the scheduled date and time of the PMO. The delivery of the items shall be acknowledged upon the delivery to verify compliance with the technical specifications.
- (8) Payment shall be made upon full compliance with all the deliverables required by the PMO and submission of all necessary documents subject to the usual government accounting and auditing rules and regulations.
- (9) Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed on per day of delay. The PMO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- (10) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
- (11) The RFQ, Purchase Order (PO), and other related documents for the above-stated Project shall form **part of the Contract.**

TECHNICAL SPECIFICATIONS FORM

Date: _____

Company/Business Name: _____

Address: _____

Contact Number: _____

E-mail Address: _____

- Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
- Suppliers must state "**Comply**" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each specification.

Project Title: Lease of Three (3) units of Multi-Function Machines (copier/scanner)								
Mode of Procurement: Small Value Procurement								
PMO Requirements			Supplier's Offer				Statement of Compliance ("Comply" or "Not Comply")	
Item No:	Technical Specifications	Quantity	Item No:	Technical Specifications	Quantity	Unit Cost		Total Cost
	<i>Three units Multi-Function Machines:</i> <ul style="list-style-type: none"> • Function: Plain Paper Copier and Color Scanner • Type: Digital • Features: with LCD, user friendly and to deliver high quality copies, back-to-back feature with minimum 50 set finisher documents feeder • Year/Model: 2020 and above • Design: Digital/Console 	3						

	<ul style="list-style-type: none"> • Maximum Original Size: A3 • Copy System: Indirect Electrostatic transfer • Paper: A4, 8 ½" x 11", 8 ½" x 14", 11" x 17" • Copy paper quality: Plain paper 60 – 120 GSM • Full color Network Scanner (to email, to network folder, to desktop) • Reduction/Enlargement: 25% - 400% • Locking Mechanism: Manual key lock, coding, and pin lock, etc. • Density Control: Automatic and manual • Acceptable original: Single sheets, books, 3 dimensional objects • Continuous copy (1-900 copies) • Resolution: 1200 x 2400 dpi 							
ABC: Php 150,000.00 One Hundred Fifty Thousand Pesos		<i>Additional VAT and other Government Taxes:</i>						
		GRAND TOTAL (must not be above the ABC): (amount in figures and in words)						
Other Requirements: Duly signed Terms of Reference.								
Price Validity: Thirty (30) calendar days from the date of submission of quotation.								

Delivery Requirements: Seven (7) to fifteen (15) calendar days from receipt of Purchase Order.	
Terms of Payment: Within 15 - 30 calendar days from receipt of billing and complete supporting documents.	

Attached in this quotation are copies of the following documentary requirements:

1. Valid Mayor's or Business Permit; and
2. PhilGEPS Registration Number.
3. Notarized Omnibus Sworn Statement (SVP with ABC's above PHP 50K)

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class "A" eligibility documents is herein attached. **(If PhilGEPS Platinum is submitted)**

Prepared by: _____
 Authorized Representative

TERMS OF REFERENCE

Lease of Three (3) Units Multi-Function Machines For Calendar Year 2025

(Name of Service Provider) hereby renders its statement of compliance with the following Terms of Reference (TOR):

1. Name of Project

Procurement for the Lease of three (3) 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 three (3) 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. One (1) unit – 35-45 copies per minute, to be installed at 6th floor of PMO
 - b. One (1) unit – 35-45 copies per minute, to be installed at 4th floor of PMO
 - c. One (1) unit – 35-45 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. Function: Plain Paper Copier and Color Scanner
- ii. Type: Digital
- iii. Features: with LCD, user friendly and to deliver high quality copies, back-to-back feature with minimum 50 set finisher documents feeder
- iv. Year/Model: 2020 and above
- v. Design: Digital/Console
- vi. Maximum Original Size: A3
- vii. Copy System: Indirect Electrostatic transfer
- viii. Paper: A4, 8 ½" x 11", 8 ½" x 14", 11" x 17"
- ix. Copy paper quality: Plain paper 60 – 120 GSM
- x. Full color Network Scanner (to email, to network folder, to desktop)
- xi. Reduction/Enlargement: 25% - 400%
- xii. Locking Mechanism: Manual key lock, coding, and pin lock, etc.

- xiii. Density Control: Automatic and manual
- xiv. Acceptable original: Single sheets, books, 3 dimensional objects
- xv. Continuous copy (1-900 copies)
- xvi. Resolution: 1200 x 2400 dpi

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 three (3) units multi-function machines (copier/scanner) subject of the Request for Quotation (RFQ); and

5.2 The Service Provider must be a registered Philippine Government Electronic Procurement System (PhilGEPS) member at the time of the lease of three (3) units multi-function machines (copier/scanner).

6. Obligations of Service Provider

6.1 Provide PMO with at least three (3) multi-function machines (copier/scanner) together with their accessories, which comply with the technical specifications 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 three (3) units multi-function machines (copier/scanner) for the period February 1 to December 31, 2025.

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

- a. Latest Mayor's/Business Permit;
- b. PhilGEPS Registration Number;

(Certificate of Platinum Membership may be submitted in lieu of documents (a) and (b) above)

- c. Notarized Omnibus Sworn Statement; and
- d. List of all ongoing and completed government and private contracts within the last two years (2023 to 2024) 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 until December 31, 2025;
- 9.2 As rental fee for the Services, PMO shall pay the Service Provider a Straight Rate of (maximum rate per copy of **Php 0.88 x average copies per month of 15,000**) 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 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.

10. 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.

11. Non-compliance

The PMO shall have the right to terminate the contract when the supplier fails to perform any other obligation under the contract pursuant to Annex "I" (III) (A)(c) of the 2016 Implementing Rules and Regulations (IRR) of Republic Act No. 9184 otherwise known as the "Government Procurement Reform Act".

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