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**PMO NCR-North**

**REQUEST FOR QUOTATION**

1. The Philippine Ports Authority, Port Management Office of NCR North (PPA PMO-NCR North) through the Bids and Awards Committee for the Procurement of Goods and Services (BACS-GS), will undertake the procurement regarding “**Rental of Photo Copying Machines for PMO-NCR North for CY-2016”** in accordance with section 53.9 (Small Value Procurement) of the Republic Act No. 9184. The details of the project are the following:

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| a. Name of Project | : | **Rental of Two (2) Units Photo Copying Machines for PMO-NCR North for CY-2016** |
| b. RIS/RIV Reference No. | : | NCRN2016-023 |
| c. Delivery Site | : | **Philippine Ports Authority, PMO-NCR North Administration Bldg., Marcos Road, North Harbor, Tondo, Manila** |
| d. Minimum Features | : | **UNIT 1 – Records unit, PMO-NCR North Administration Bldg.,**   1. Heavy duty copier machine capable of producing 40 copies per minute. 2. Digital Type 3. Automatic duplex unit (back to back copying) 4. 20-bin sorter or capable of electronic sorting 5. A5 to A3 or index to 11” x 17” copy size 6. Reversible automatic document feeder (with minimum of 50 originals) 7. Scan and save (A5 to A3 paper size) Capability 8. With USB Interface 9. 256 user password (with manual lock) 10. Environmental friendly 11. 25% - 400% reduction/enlargement function 12. 1-999 continuous selection 13. Automatic paper selection 14. Automatic magnification system 15. Automatic exposure system 16. Photo mode 17. Book copy 18. Frame/fold erasure 19. Image shift/reduce and shift 20. Mixed size originals   **Unit 2 – Port Police Division**   1. Heavy duty copier machine capable of producing 35 copies per minute 2. Technology : Laser 3. Digital display 4. Automatic duplex unit (back to back copying) 5. With USB Interface 6. Stack Multi Copy up to 99 pages 7. Paper Handling : 250-sheets Tray 1+50 sheets multipurpose tray 8. Paper sizes : Letter, A4, Legal, A5, B5 & Folio 9. Paper Output : 150 sheets |
| e. Scope of Contract | : | 1. Contract for the Rental of two (2) units Photocopying Machines covering April 1 to December 31, 2016. 2. Aggregate minimum number of copies for 2 units per   month = 10,000.   1. Free delivery and installation (unit and consumables) 2. Free maintenance and repair service. 3. Parts and labor cost for the maintenance of machines shall be for the account of supplier/service provider. 4. Free consumables:   i. Toner  ii. Drum  iii. Developer   1. Replacement of service units in case of major/recurring problem within 3 days from notice. 2. The supplier/service provider that can offer the most advantageous terms and conditions to the government will be given preference. |
| f. Approved Budget | : | **Php 0.65 per copy** |
| g. Source of Fund | : | **PPA Corporate Funds** |

1. The duly accomplished Price Quotation Form (Annex “A”) and the certified true copy of the following documents must be placed in a sealed envelope and submitted in accordance with the Item No. 3 hereof:

a. Company Profile

b. SEC / DTI / CDA Registration

c. BIR / VAT Registration

d. PhilGEPS Registration Certificate

e. Valid Mayor’s Permit

Non-submission of any of the above required documents shall be a ground for disqualification.

Original copies of documents should be presented during the conduct of the scheduled Post Qualification. Failure to comply with the presentation of the original copies of required documents shall mean disqualification and the BAC shall conduct the Post Qualification of the next bidder with the Lowest Calculated Bid.

1. All quotations may be submitted by mail, courier or hand carried on or before 5:00 p.m. of March 08, 2016 to the Supply Unit, G/F, PPA PMO-NCR North Administration Bldg., Marcos Road, North Harbor, Tondo, Manila addressed to:

WILLY F. DE JESUS

Chairperson

BAC-GS, Philippine Ports Authority

PMO-NCR North

Marcos Road, North Harbor,

Tondo, Manila

1. All quotations shall be valid for a period of ninety (90) days from the deadline of submission of quotations and shall be inclusive of the applicable 12% Value Added Tax (VAT).
2. Late submission of quotations shall not be allowed.
3. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the Supplier or his/her duly authorized representative.
4. Award shall be given to the lowest submitted quotation.
5. Prospective bidder shall be a duly licensed Filipino citizen/sole proprietorship, partnership, corporation, cooperative duly organized under the laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino business partner.
6. PMO-NCR North reserved the right to reject any or all quotations at any prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein, and to accept quotation as may be considered advantageous to the government.
7. For further information, you may contact, **MR. ROBERTO R. TAN**, Head, BAC Secretariat at Telephone Number **245-2929**.

**WILLY F. DE JESUS**

Chairperson

PMO-NCR North BAC-GS

WDJ/RDL/LFF/JDM/AMS

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