



REQUEST FOR QUOTATION

Date: 13 March 2024
RFQ No.: 2024-03-001

Company/Business Name:¹ _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (**required**): _____

The **Philippine Ports Authority – PMO NCR South (PPA PMO NCS)**, through its Bids and Awards Committee (BAC), intends to procure the **Rental of Digital Photocopier (Black & White, and Colored)** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your proposal for the item/s described and required herein, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **on or before 4:00 PM of 22 March 2024** addressed to:

Please quote your **best offer** for the item/s described herein addressed to:

Mr. Arnold B. Villegas
Chairperson, Bids and Awards Committee
Marsman Building Gate 1, South Harbor, Port Area, Manila
Telephone No.: (02) 8525-5264 loc. 522

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement of Annex "H: of 2016 revised IRR of RA No. 9184, the following documents are required to be submitted along with your proposal on the above set deadline or before the issuance of a Notice of Award.

Document	Remarks
Copy of 2024 Mayor's or Business Permit	In case not yet available, you may submit your expired 2023 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment .
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after award of contract but before payment .

¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

For any clarification, you may contact us at telephone no. 8525-5264 loc. 516 or email address at acalfonso@ppa.com.ph

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders 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/service provider 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, provisions in the RFQ shall prevail.
- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted in a sealed envelope through courier mail or hand carried.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PPA-PMO NCS shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PPA-PMO NCS. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. 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 per day of delay. The PPA-PMO NCS 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.
12. 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.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Rental of Digital Photocopier (Black & White, and Colored)		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.		
A. Provision of 8 fully functional photocopier		
Quantity: - 1 Colored photocopier; and - 7 Black and White/Monochrome		
Photocopier model released at least within the last two years		
Duration: Nine (9) months		
a. Printing Volume Range: - Colored: Estimate of 500 copies/month - Black and White/Monochrome: Estimate of 35,000 copies/month		
b. Payment Terms: monthly basis based on actual number of copies printed per month		
c. Allowable Spoilage: 2%		
Machine Specifications:		
a. Capable of wireless and cabled network printing and scanning with available online driver for ease of		

configuration and setup		
b. Capable of Back to Back Printing, Automatic/Electronic Sorting, Reverse Automatic Document Feeder (RADF, optional) and in good operating condition.		
c. Capable to print documents from MS Office Applications and other applications/formats for documentary printing (e.g. JPEG, PDF, etc.)		
d. Compatible and able to support Windows 7 and/or higher OS.		
e. Copies per minute: at least 30 pages per minute for both monochrome (black and white) and colored		
f. Machine can be used as a scanner and printer with no additional cost for the needed accessories/programs		
g. Scanned Document output files must be in TIF/JPED/JPG and PDF and can be saved/stored directly to desired location, network PC Server/Laptop, with lightweight Directory Access Protocol (LDAP) Support.		
h. Scan Mode: Scan to FTP, Scan to email, Scan to USB, etc.		
i. Magnification: 25%-400% reduction/enlargement		
j. Supports User Box Specifications		
k. Power Requirements: 220 – 240V / 50 / 60 Hz max.: <1,560 W (system)		
l. Must comply with the latest version of International Energy Star requirements (currently version 2.0 for imaging Equipment)		
m. With user instruction for green performance management		
n. Capable of using recycled content paper without voiding the manufacturer's warranty		
o. Capable of printing and scanning up to A3 paper size		
Maintenance Services:		
a. Regular Inspection and maintenance to keep the photocopying machine in good order.		
b. Regular supply/delivery of consumables regardless of operating time/number of copies free of charge.		
c. Replacement of defective parts shall be free of charge.		
d. On call customer service/technician who shall respond within 4 hours to service calls upon advice of		

the end-user, and replacement of defective parts within the next 24 hours. Failure to response to service calls shall be a ground for termination of contract.		
e. Any issue/s on the photocopying machine units shall be resolved within forty-eight (48) hours, to be reckoned from the notice to the helpdesk/technician concerned.		
f. Replacement of service unit after three (3) breakdowns within a month.		
Installation Services:		
a. Supplier's Representative/Technician shall configure/setup the equipment to make it operational in the presence of the representatives from the Administrative and Information Management Division		
b. Supplier's Representative / Technician shall conduct an orientation and basic trouble shooting to the representatives from the Administrative Division and Information Management Division		
Other Requirements: Must be an authorized distributor of the photocopier brand to be provided as evidenced by a certificate from the manufacturer.		
External Supplier's Evaluation:		
- Must have at least seventy-five percent (75%) satisfactory rating from PPA PMO-NCS (if previous service provider), if applicable		

FINANCIAL OFFER:

Terms of Payment:

The PPA PMO NCS shall make payment **on a per-copy** basis upon submission of a monthly billing statement by the service provider and issuance of a Certificate of Satisfactory Service by the GSU.

Automatic deduction of 2% spoilage from the monthly billing of copies reproduced.

Payment shall be made within fifteen (15) working days after receipt of the billing statement. The payment will be through check, either through direct credit to the winning bidder's or payee's bank account maintained at Land Bank of Philippines (LBP) or Philippine Veterans Bank (PVB) or bank transfer facility for non-LBP/PVB accounts, provided any corresponding bank charges shall be borne or paid by the payee.

Payment Details:

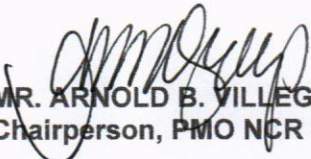
Banking Institution: _____

Account Number: _____

Account Name (should be the exact name as registered in the bank): _____

Branch: _____

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.


MR. ARNOLD B. VILLEGAS
 Chairperson, PMO NCR South-BAC

ANNEX "A" – Bid / Price Proposal

Approved Budget for the Contract	Cost per copy	Total Offered Quotation (Inclusive of VAT)
<p align="center">Two Hundred Fifty-Five Thousand Pesos (PhP255, 000.00)</p>	<p>Black and White:</p> <p>_____</p>	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In Figures:</p> <p>_____</p>
	<p>Colored:</p> <p>_____</p>	

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

¹Note to Supplier/Provider

APPENDIX A "DOCUMENTARY REQUIREMENT FOR ALTERNATIVE METHODS OF PROCUREMENT OF ANNEX "H" OF 2016 REVISED IRR OF RA NO. 9184.

UNDER SMALL VALUE PROCUREMENT (Section 53.9). The following documents are required to be submitted along with your proposal:

Envelope 1 (Technical Documents)

- Certified true Copy SEC/DTI Certificate of Registration
- Certified true Copy Mayor's/Business Permit for Calendar Year 2024 (please see remarks on Request for Quotation)
- PhilGEPS Certificate of Registration under Platinum Membership or PhilGEPS Registration Number
- Income/Business Tax Return
- Duly notarized Omnibus Sworn Statement (OSS). Unnotarized OSS may be submitted subject to compliance with the submission of duly notarized OSS after award of contract but before payment as provided under GPPB Resolution No. 09-2020.
- Conformed Terms of Reference
- List of completed contracts within the last five (5) years similar to the contract to be bid.
- Certificate of Satisfactory Completion from at least three (3) clients.

Envelope 2

- Bid Proposal / Offered Quotation

Sealing and Marking of Envelopes: Each Supplier must submit one (1) certified true copy of the original documents of the technical and original financial bid/offered without erasures.

The Technical Documents shall be enclosed in one sealed envelope and the original financial bid/offered in another envelope containing the markings:

Envelope 1 - Technical Document

PROCUREMENT OF SERVICE PROVIDER FOR RENTAL OF DIGITAL PHOTOCOPYING MACHINES FOR THE PPA
PMO NCR SOUTH OFFICES/ TMO PASIG AND MICT

[Company Name]

[Company Address]

[E-mail Address & Telephone Number]

MR. ARNOLD B. VILLEGAS
Chairperson-Bids and Awards Committee
PPA PMO NCR South

RFQ No. _____

Envelope 2 - Financial Bid/Offered

PROCUREMENT OF SERVICE PROVIDER FOR RENTAL OF DIGITAL PHOTOCOPYING MACHINES FOR THE PPA
PMO NCR SOUTH OFFICES/ TMO PASIG AND MICT

[Company Name]
[Company Address]
[E-mail Address & Telephone Number]

MR. ARNOLD B. VILLEGAS
Chairperson-Bids and Awards Committee
PPA PMO NCR South

RFQ No. _____

The envelopes containing the technical documents and original Financial Bids/Offered shall then be enclosed in one single envelope containing the following markings:

PROCUREMENT OF SERVICE PROVIDER FOR RENTAL OF DIGITAL PHOTOCOPYING MACHINES FOR THE PPA
PMO NCR SOUTH OFFICES/ TMO PASIG AND MICT

[Company Name]
[Company Address]
[E-mail Address & Telephone Number]

MR. ARNOLD B. VILLEGAS
Chairperson-Bids and Awards Committee
PPA PMO NCR South

RFQ No. _____



PHILIPPINE
PORTS
AUTHORITY



TERMS OF REFERENCE

PROCUREMENT OF SERVICE PROVIDER FOR RENTAL OF DIGITAL PHOTOCOPYING MACHINES FOR THE PPA PMO NCR-SOUTH OFFICES/TMO PASIG AND MICT

I. INTRODUCTION

1. The Philippine Ports Authority (PPA) Port Management Office (PMO) NCR-South would like to request a suitable service provider to lease and maintain eight (8) units of Photocopying Machines together with its accessories, for use of different Responsibility Centers (RCs) of PMO NCR-South for the period of nine (9) months.
2. The winning bidder shall make available photocopying machines to be distributed to various RCs in PMO NCR-South that are capable of scanning, printing, and reproducing copies of documents within a specified time and at an efficient speed.
3. The contract shall include the maintenance and repair services for the photocopying machines.

II. TECHNICAL SPECIFICATION

The Service Provider shall provide brand new or reconditioned eight (8) fully functional photocopying machine, of which seven (7) units black and white/monochrome printouts, and One (1) unit-colored printouts. Photocopier model released at least within the last two years with the following features:

FEATURES	MINIMUM REQUIREMENT
SPEED	30 ppm for both monochrome (black/white) and Colored
COLOR	seven (7) units black/white and one (1) unit Colored Photocopying Machines
MECHANICAL FEATURES	<ul style="list-style-type: none"> • Capable of wireless and cabled network printing and scanning with available online driver for ease of configuration and setup • Capable of back-to-back printing, automatic/electronic sorting, reverse automatic document feeder (RADF, optional) and in good operating condition • Capable to print documents from MS Office Applications/formats

	<p>for documentary printing (e.g. JPEG, PDF, etc.)</p> <ul style="list-style-type: none"> • Compatible and able to support Windows 7 and/or higher Operating System (OS). • Machine can be used as a scanner and printer with no additional cost for the necessary accessories/programs. • Scanned document output files must be in TIF/JPEG/PDF and can be saved/stored directly to desired location, network PC Server/Laptop, with lightweight directory access protocol (LDAP) support. • Scan Mode: Scan to FTP, Scan to email, Scan to USB, etc. • Supports User Box Specifications • Power Requirements: 220~240V /50 /60hz • Capable of printing and scanning up to A3 paper size • Multiple paper tray should include but not limited to Short, A4, Legal and A3 • Paper Trays: minimum of 4 trays plus Bypass Tray with at least 500 sheets capacity
IT FEATURES	<ul style="list-style-type: none"> • Local Area Network (LAN) connection module or with Network Interface Card (NIC) for network printing and scanning. • Supported OS: windows 7 and Higher
COPIER/PRINT/SCANNER	<ul style="list-style-type: none"> • Print up to 600 x 600 dpi or higher. • Capable for electronic sorting and network printing and scanning • Ratio: capable of 25% to 400% reduction/enlargement • With automatic and manual density control

III. GENERAL SCOPE OF SERVICES AND RESPONSIBILITIES OF THE SUPPLIER

1. Distribution of Photocopying Machine

Black and White

- 1.1 Office of the Port Manager (OPM)
- 1.2 Records Unit
- 1.3 Finance Section
- 1.4 Marine Section
- 1.5 Manila International Container Terminal (MICT)

- 1.6 TMO-Pasig
- 1.7 Commission on Audit (COA)

Colored printing

- 1.8 Real Estate Management Division (REMD)

2. Delivery/Installation

The winning bidder shall deliver and install the photocopying machine to various Responsibility Centers (RCs) within Seven (7) calendar days, from receipt of the **Notice to Proceed (NTP)** in coordination of Supply Unit for acceptance/confirmation of serviceability at the time of delivery.

3. Consumables

The lease shall be inclusive of consumables for the use and maintenance (other than copy paper) of the photocopying machine.

4. Repairs and Maintenance

- 4.1 Regular Inspection and maintenance to keep photocopying machine in good condition. Inspection and servicing of the photocopiers shall also be conducted twice a month, or as often as may be required.
- 4.2 Regular supply/delivery of consumables regardless of operating time/number of copies free of charge. Request received shall be responded not later than the next business day upon receipt of notice from the General Services Unit (GSU)
- 4.3 Provide repair and replacement of defective parts shall be free of charge.
- 4.4 On-call customer service/technician who shall respond within four (4) hours to service calls upon advice of PMO NCR-South RMD-Admin. Section- General Services Unit.
- 4.5 Any issue/s on the photocopying machine units shall be resolved within forty-eight (48) hours, to be reckoned from the notice to the helpdesk/technician concerned.
- 4.6 Replacement of service unit after three (3) breakdowns within a month.

5. Installation Services:

- 5.1 Supplier's representative/Technician shall configure/setup the equipment to make it operational in the presence of the representative from the Administrative Section and the representative from the end-users.
- 5.2 Supplier's representative/Technician shall conduct an orientation and basic trouble shooting to the representative from Administrative Section and from the end-users.

IV. TESTING

After issuance of NTP, in coordination with the Supply Unit – Administrative Section, Resource Management Division (RMD), arrangement of a schedule for delivery, testing for actual demonstration and familiarization on the features and operation for the photocopying machine shall be conducted by the Supplier for the benefit of different RC personnel concerned.

V. LEASE PAYMENT

1. Duration

The lease will be for a period of nine (9) months, to commence from the date of receipt of NTP.

2. Amount

The rental rate per copy shall not exceed Seventy Centavos (Php0.70) for black and white and Eight Pesos (Php8.00) for colored printing. ***There shall be no minimum number of copies to be required per photocopying machine.***

The lease amount shall be based ONLY on a ***per-copy basis or the actual monthly consumption***, covering the total copies produced by all photocopying machines delivered. This amount shall be inclusive of VAT and subject to the applicable withholding tax.

The total amount of payment for the entire duration of the contract should not exceed the Approved Budget for the Contract (ABC) of Two Hundred Fifty-five Thousand Pesos (Php255,000.00)

All accounts shall be payable monthly to the Service provider within fifteen (15) working days from the date indicated in the invoice/billing statement subject to the existing accounting and auditing rules and regulations.

3. Spoilage

A spoilage rate of 2% shall be deducted from the total cost.

4. Delay (Breakdown Photocopying Machine)

A lapse of the 48-hour period from the time it was reported shall be a ground for termination of contract.

VI. BUDGET

The Approved Budget for the Contract is Two Hundred Fifty-five Thousand Pesos (Php255,000.00) inclusive of VAT.

VII. OTHER REQUIREMENTS

1. Must be and authorized distributor of the photocopier brand to be provided as evidenced by a certificate from the manufacturer.
2. Must have completed a single contract similar to the contract to be bid whose value must be at least equivalent to the ABC. For this purpose, a similar contract means contract for the lease and Maintenance of Photocopying Machines.

Approved:


AMBROCIO O. ILAO
RMD, Manager
M L