



REQUEST FOR QUOTATION (RFQ)
(SMALL VALUE PROCUREMENT)
Reference: PR No. SH-9352-26

Date: 26 March 2026
RFQ No.: 002-2026

Notice To All Prospective Suppliers/Service Provider:

The **Philippine Ports Authority - Port Management Office NCR South (PMO-NCS)**, through its Bids and Awards Committee (BAC), invites eligible suppliers/contractors to submit quotations for the Procurement of Service Provider for the Lease, Preventive Maintenance, and Technical Support of Digital Multifunction Photocopy Machines for the PPA PMO NCR-South in accordance with Section 34 (Small Value Procurement) of Implementing Rules and Regulations of Republic Act No. 12009.

You are invited to submit your quotations based on the specifications as outlined in **Annex "B"**. Kindly ensure submission of the accomplished and duly signed quotation using the format provided in **Annex "C"**.

Approved Budget for the Contract (ABC): THREE HUNDRED FIFTY THOUSAND PESOS (PHP350,000.00), inclusive of all applicable government taxes and other service charges. Any bid exceeding the ABC will not be accepted.

Evaluation Criteria : The contract will be awarded to the Lowest Calculated and Responsive Bid (LCRB) that meets the criteria provided in the bidding documents, subject to evaluation by the Technical Working Group (TWG), and the Bids and Awards Committee (BAC).

Submission Deadline: Sealed quotations must be delivered by mail, courier, or in person to the address below by **10:00 a.m. on April 7, 2026 (Tuesday)**. The bids will be opened at **10:30 a.m.** on the same day.

The PMO-NCR South Bids and Awards Committee
for the Procurement of Goods and Services
2/F PMO NCR South Administration Building,
South Harbor, Port Area, Manila

This Request for Quotation (RFQ) is comprised of:

Instructions to Suppliers	Annex A
Technical Specifications	Annex B
Supplier's/ Price Quotation /Proposal	Annex C

af

TERMS AND CONDITIONS:

1. Bidders must provide accurate and correct information as required.
2. Price quotations must be valid for **sixty (60) calendar days** from the submission deadline.
3. All prices quoted must include applicable taxes and fees.
4. The Award will go to the *Lowest Calculated and Responsive Bid* offer that meets the technical specifications.
5. PPA PMO NCR South reserved the right to request additional information and reject any quotation that does not meet the requirements.
6. Delivery will be inspected, confirmed the compliance with the technical specifications, and payment made upon the submission of the required supporting document, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
7. Liquidated damages will be imposed for delayed service delivery at a rate of 0.1% of the contract value per day. Once the cumulative damages reach 10% of the contract amount, the PPA PMO NCR South may terminate the contract.
8. Payment Terms: Via Government Servicing Bank (e.g. Land Bank of the Philippines) within 24-48 hours upon receipt of billing or other terms of payment as allowed by PPA.

For any questions/clarifications, related to this RFQ please contact **Mr. Angelo S. Medrano, BAC Secretariat** at telephone no. 8525-5264 local 524 or 515 or email at ncrsouth_bac@ppa.com.ph



CIELITO M. CABARCO

Chairperson, Bids and Awards Committee 

Instructions to the Suppliers

a. Technical Specifications / Project Description	See Annex B for detailed technical specifications of the project.
b. Deadline for submission of RFQ	The completed Request for Quotation (RFQ) must be submitted to the Philippine Ports Authority (PPA)-PMO NCR South Bids and Awards Committee by 10:00 A.M. on April 7, 2026 (Tuesday) . The bids will be opened at 10:30 a.m. on the same day.
c. General Terms and Conditions	- By submitting a quotation, the bidder agrees to the unconditional acceptance of PPA PMO NCR South General Terms and Conditions for the provision of Procurement of Service Provider for the Lease, Preventive Maintenance, and Technical Support of Digital Multifunction Photocopy Machines. - Partial quotation will not be permitted (i.e., all items in the lot must be quoted as a whole)
d. Submission Instructions	All quotations must be submitted in a sealed envelope that is properly bound using a fastener to ensure the integrity of the documents. Any bid submissions containing loose or improperly bound documents shall not be accepted. The bid shall be delivered physically to the specified address: The PMO-NCR South Bids and Awards Committee for the Procurement of Goods and Services 2/F PMO NCR South Administration Building, South Harbor, Port Area, Manila
e. Validity of Quotation	- The quotation must be valid for 60 calendar days from submission deadline. - In exceptional cases, the PPA PMO NCR South may request and extension of the quotation validity period. If so, the bidder must confirm the extension in writing without any modifications to the proposal.
f. Delivery Schedule	As stated in the Terms of Reference (TOR)
g. Place of Delivery	PPA PMO NCR South, Administrative Building (Marsman Building), South Harbor, Port Area, Manila, NCR.
h. Currency of Quotation	All prices must be quoted in Philippine Peso (PHP)

al

i. Required Documents (Submission in Two Envelopes)	❖ Envelope 1: Technical Documents ❖ DTI/SEC Certificate of Registration with General Information Sheet (GIS) ❖ Latest or 2026 Mayor's/Business Permit ❖ PhilGEPS Registration Number (mandatory) ❖ Income/Business Tax Return/Tax Clearance ❖ Notarized Omnibus Sworn Statement. Template may access to this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA Omnibus-Sworn-Statement.pdf ❖ Technical Specifications as detailed in Annex "B" ❖ Proof of a single contract similar to the contract to be bid whose value is at least fifty percent (50%) of the project ABC. ❖ Envelope 2: Financial Proposal ❖ Supplier's Price Quotation /Proposal, duly signed by the bidder's authorized representative. (see Annex C)
j. Award of Contract / Purchase Order	• The award criterion will be the Lowest Calculated Responsive Bid (LCRB). • Full submission of Annex C (Supplier's Price Quotation /Proposal), is required for consideration.
k. Contract Signing	• Within 10-calendar days upon receipt of the Notice of Award
l. Liquidated Damages	• Liquidated damages will be imposed for delayed service delivery at a rate of 0.1% of the contract value per day. Once the cumulative damages reach 10% of the contract amount, the PPA PMO NCR South may terminate the contract.
m. Payment Terms	• Payment will be made within fifteen (15) working days of the following month, subject to submission of: Billing Statement. • Payment will be made via the Government Servicing Bank (e.g., Land Bank of the Philippines), and other terms of payment as allowed by PPA.

af

Technical Specifications

Technical Requirements	Offered Technical Specifications/ Service	Statement of Compliance ("Comply" or "Not Comply")
1. Rental of Digital Photocopier (Black and White, and Colored)		
1.1 Quantity: 9 units • 1 unit capable of producing both black & white and colored printouts. • 9 units capable of producing black & white/monochrome printouts.		
1.2 Printing Volume Range: Colored: 500 copies/month, Black and White: 30,000 copies/month.		
2. Machine Technical Specifications: 2.1 Speed: At least 30 pages per minute (ppm) for both monochrome (black & white and colored printouts). 2.2 Model: Photocopier model released within the last three years. 2.3 Mechanical Features: • 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, and Reverse Automatic Document Feeder (RADF, optional). • Capable of printing documents from MS Office Applications and other formats (e.g. JPEG, PDF). • Compatible with Windows 7 and higher Operating Systems (OS). • Machine can be used as a scanner and printer with no additional cost for 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. • Support User Box Specifications. • Capable of printing and scanning		

ay

up to A3 paper size. • Multiple paper trays including Short, A4, Legal, and A3. • Minimum of 4 trays plus Bypass with at least 500 sheets capacity. 2.4 IT Features: • Local Area Network (LAN) connection module or Network Interface Card (NIC) for network printing and scanning. • Supported OS: Windows 7 and higher. 2.5 Copier/Print/Scanner: • Print resolution up to 600 x 600 dpi or higher • Capable of electronic sorting and network printing and scanning. • Ratio: Capable of 25% to 400% reduction/enlargement. • With automatic and manual density control.		
3. General Scope of Service and Responsibilities of the Service Provider: 3.1 Distribution of Photocopying Machines: • Black and White Printing: ◦ Office of the Port Manager (OPM) ◦ OPM Legal ◦ Records – Administrative Section ◦ Finance Section ◦ Marine Section ◦ Port Police Division ◦ Manila International Container Terminal (MICT) ◦ Terminal Management Office (TMO) Pasig ◦ Commission on Audit • Colored Printing: ◦ Real Estate Management Division 3.2 Delivery/Installation: • Delivery and installation within seven (7) calendar days from receipt of the Notice to Proceed (NTP). • Coordination with the Supply Unit for acceptance/ confirmation of serviceability at the time of delivery. 3.3 Consumables: • Inclusive of consumables for use		

af

and maintenance, excluding copy paper. 3.4 Installation Services: • Configuration/ setup by supplier's representative/ technician • Orientation and basic troubleshooting training for representatives from the Administrative Section and end-users. 3.5 Repairs and Maintenance: • Regular inspection and maintenance at least twice a month or often as necessary. • Regular supply/delivery of consumables free of charge • Free repair and replacement of defective parts. • On-call customer service/ technician response within four (4) hours. • Resolution issues within forty-eight (48) hours. • Replacement of service unit after (3) breakdown within a month.		
4. Testing: 4.1 Delivery, testing, and familiarization on features and operation for the photocopying machine by the supplier.		
5. Lease Payment: 5.1 Duration: Twelve (12) months from the date of receipt of Notice to Proceed (NTP) 5.2 Amount: • Black & White: <i>Not exceeding ninety centavos (Php0.90) per copy</i> • Colored: <i>Not exceeding eight pesos and fifty centavos (Php8.50) per copy.</i> • No minimum number of copies required per machine. 5.3 Payment Terms: Monthly, based on actual consumption/usage, inclusive of VAT and subject to applicable withholding tax 5.4 Spoilage: 2% spoilage rate deducted from the total cost.		
6. Liquidated Damages: 6.1 Equivalent to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay.		

af

6.2 Delay instances include failure to deliver/install, conduct regular maintenance, supply consumables, provide repairs, and respond to service calls.		
7. Other Requirements and Provisions: 7.1 Must be an authorized distributor of the photocopier brand. 7.2 Must have completed a similar contract equivalent to the ABC.		

af