



**REQUEST FOR QUOTATION  
(Small Value Procurement)**

1. The Philippine Ports Authority, Port Management Office of Bataan/Aurora through its Bids and Awards Committee (BAC) for the Procurement of Goods and Consultancy Services and for Engineering Projects will undertake procurement of **“Rental of Photocopier Machine” for PMO-Bataan/Aurora** for twelve (12) months period in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Rental of Photocopier Machine for twelve (12) months period

- Minimum Features :
1. Heavy duty copier machine capable of producing 45/55 ppm
  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 or image quality
  16. Paper handling: 250 sheets Tray 1+50 sheets multi-purpose tray
  17. Image Shift/Reduce and Shift
  18. Mixed size originals
  19. Paper capacity, Dual 500 Sheet Paper Drawer

- Scope of Contract:
1. Contract for the Rental of one (1) unit Photocopier Machine for twelve (12) months period
  2. Aggregate minimum number of copies per month = 12,000
  3. Free delivery and installation (unit and consumables)
  4. Rental All-in Consumables and Services Agreement (RACSA) covers the following:
    - All consumables such as toner, drum, developer
    - Full spare parts replacement as determine by Technician Rep.
    - Free maintenance and repair service
    - Parts and labor cost for the maintenance of machine shall be for the account of the supplier/service provider
  5. Replacement of service unit in case of major recurring problem within 3 days from notice
  6. The supplier/service provider that can offer the most advantageous terms and conditions to the government will be given preference

Approved Budget: **Php1.50 per copy**  
For the Contract

Deadline for submission  
of quotations : September 20, 2021 5:00PM

2. Please quote your best quotation in line with the stated specifications/minimum features. Suppliers are required to submit their valid and current **Mayor's Permit, PhilGeps Registration Number and Omnibus Sworn Statement**.
3. Quotations are advised to send through courier or email on or before 5:00 P.M on the set deadline to the BAC Secretariat at PMO-Bataan/Aurora Admin. Bldg., Lamao, Limay, Bataan, addressed to the BAC Chairperson Mr. Nilo Rienzie H. Depasucat
4. Quotations shall be valid for 30 days from the deadline of submission of quotations and shall be **inclusive of 12% Value Added Tax (VAT)**
5. PMO-Bataan/Aurora reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liabilities to the affected proponents and to waive any minor defects therein, and to accept quotations as may be considered advantageous to the government.
6. For further information, you may contact, **Ms. Alona V. Yumol**, Head BAC Secretariat at Tel. No. (047) 2446936/2446246

  
**NILO RIENZIE H. DEPASUCAT**  
Chairperson

Date of posting : September 11-17, 2021