



**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 one (1) year 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 one (1) year period

Minimum Features :

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. Paper handling: 250 sheets Tray 1+50 sheets multi-purpose tray
17. Image shift/reduce and shift
18. Mixed size originals
19. Paper output: 150 sheets

Scope of Contract:

1. Contract for the Rental of one (1) unit Photocopier Machine for 1 year 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.
 - 2% monthly discount on gross copies (with or without spoilage)
 - 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: **Php1.00 per copy**
For the Contract

Deadline for submission
of quotations : September 14, 2018

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, Income/Business Tax Return and Omnibus Sworn Statement.
3. Quotations must be submitted in a sealed envelope by mail, courier or hand carried 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 Ms. Remedios M. Frac.
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. To guarantee the faithful performance of the winning supplier/service provider of its obligations under the contract, a Performance Security shall be posted in the form of cash or cashier's/ manager's check issued by a reputable commercial bank. The Performance Security shall be in an amount not less than the required percentage of the total contract price in accordance with the following schedules:

a	Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Five percent (5%) of the total contract price
b	Bank draft/guarantee or irrevocable letter or credit issued by a Universal or Commercial Bank: <i>Provided, however,</i> that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	Five percent (5%) of the total contract price
c	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	Thirty percent 30% of the total contract price

6. 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.
7. For further information, you may contact, Ms. Jocelyn C. Reyes, Head BAC Secretariat at Tel. No. (047) 2446936/2446246


REMEDIOS M. FRAC
 Chairperson

Date of posting : September 7-13, 2018