



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the “*Rental of Photocopying Machine*” accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : “Rental of Photocopying Machine”

Approved Budget : One Hundred One Thousand Two Hundred Fifty Pesos
For the Contract (P101, 250.00)

Specifications : See attached Annex “A” for specification

Location : 4/F Palacio Del Gobernador, Intramuros, Manila

Contract Duration : August 1, 2014 to May 30, 2015

Delivery Date : Ten (10) working days upon receipt of the Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor’s Permit and PhilGeps Registration Certificate, and price quotation (Annex “A”).

Submission of quotation and eligibility documents is on or before 5:00p.m. of 22 July, 2014, at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-4979.

For inquiry, you may contact us at tel. nos. 735-4979 or 490-1000 locals 3114, 3115 & 3117.

Very truly yours,

ATTY. SOFIA C. YANTO
Director, Administrative Service

PRICE QUOTATION FORM

Date

The Administrative Service
Department of Budget and Management
Ground Floor, DBM Bldg. III, Gen. Solano St.
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

| Specification | Quantity | Cost/copy | Total Cost |
|---|----------|-----------|------------|
| Rental of brand new or new remanufactured paper copier with multi-functional devise (configuration) (copier, Printer, Scanner and Fax) Digital type, automatic electronic sorter and feeder and back-to-back feature | 1 unit | | |
| Model(with LCD display, user friendly, and with capability to deliver clear high quality copies) | | | |
| Warm up time is 2 minutes | | | |
| Fixing: heated roller fixing | | | |
| Density control: automatic and manual | | | |
| Paper supply and tray: 500 sheets/tray, minimum of 3 trays plus 1 by-pass tray | | | |
| Memory capacity: 128 MB | | | |
| Indicate the locking mechanism of the units to be supplied i.e. manual key lock, coding pin lock, etc. | | | |
| The units to be supplied should be in existence for only five (5) years or less from the manufacturing date. The maximum number of meter reading is 400,000 copies | | | |
| Minimum copies per month 30-40 copies/minute | | | |
| Continuous copying – 1,999 copies | | | |
| Copy paper size: A3-A5R and 11"x 17 | | | |
| "Maximum original size: A3 | | | |
| Reduction/enlargement: 25% to 400% | | | |
| Copy paper: regular or special paper (transparencies) | | | |
| Copy system: Laser Electronic transfer | | | |

| | | | |
|--|--|--------------|--|
| Scanner Specification: | | | |
| • Interface:10Base-T/100Base-TX/1000Base T | | | |
| • Driver: TWAIN Driver, HDD TWAIN Driver | | | |
| • Protocol: TCP/IP (FTP, SMB, SMT P) | | | |
| • Speed: Black-45/45 cam (300dpi) | | | |
| • Size: Max A3 | | | |
| • Output Format: TIFF, PDF, compact PDF, JPEG | | | |
| • Resolution: Push-200 to 500dpi; Pull-100 to 600 dpi | | | |
| Others | | | |
| On-call technician to repair defective machines, response times shall be within four (4) hours form verbal or written notification. In case of breakdown, replacement unit shall be provided to ensure that ht downtime shall not exceed twenty four (24) hours. Replacement of defective parts, provided the machine is still functional, shall be made within forty eight (48) hours form response except for justifiable cause. | | | |
| Total billing charges is computed by multiplying the actual total number of copies reproduced less 2% spoilage and test copies by the rental rate | | | |
| | | TOTAL | |

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No.