



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**, intends to procure "**Rental of Heavy Duty Ink-Tank Colored Printers**" for CY 2021 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Five Hundred Four Thousand Pesos (P 504,000.00)**. The period for the performance of the obligations shall not go beyond the validity of the appropriations for this Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than April 12, 2021, 2:00 P.M.** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your 2021 **Business/Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

The **Omnibus Sworn Statement² (GPPB-prescribed forms), Income/ Business Tax Return³ (for ABC's above Php 500k)** will also be required to be submitted *prior to award*.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at **aescalona@dbm.gov.ph**


JOYCE D. LABAO

OIC-Chief Administrative Officer

¹In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

²In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³Manually filed tax returns or filed through the EFPS

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

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

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

| Item | Description | Total Quantity | Bidder's Statement of Compliance | Unit Cost (Vat Inclusive) | Total Cost (Vat Inclusive) |
|------|---|----------------|----------------------------------|---------------------------|----------------------------|
| A. | <p><u>Branded and brand-new Heavy duty Ink tank Printer with the following minimum specifications:</u></p> <p>Must have the following functionality:</p> <ul style="list-style-type: none">• Print• Copy• Scan• Fax with automatic document feeder (ADF) <p>Printing Capabilities:</p> <ul style="list-style-type: none">• 10 page/image per minute print speed (ipm/ppm) (A4, Black, ISO 24734) | 7 Units | | | |

| | | | | | |
|----|--|--|--|--|--|
| | <ul style="list-style-type: none"> • 5 page/image per minute print speed (ipm/ppm) (A4, Color, ISO 24734) • Auto-duplex printing • Print quality of 1200 x 1200 dot per inch dpi <p>Copying Capabilities:</p> <ul style="list-style-type: none"> • Copy speed of 22 copy per minute (black) • Copy speed of 14 copy per minute (color) • Copy resolution of 600 dot per inch • Auto fit of fit to page functionality <p>Scanning Capabilities:</p> <ul style="list-style-type: none"> • Scan speed 3 ppm (color), 5 ppm (monochrome) • Flatbed and Automatic Document Feeder (ADF) • Scan resolution of 1200 dot per inch • Scan File Format (JPEG, TIFF, PDF, BMP, PNG) <p>Fax Capabilities:</p> <ul style="list-style-type: none"> • 33.6 kbps fax transmission speed • Fax Resolution of 200 dot per inch • Transmission paper size (A4, Letter) <p>Other Requirements:</p> <ul style="list-style-type: none"> • Connectivity/Interface (LAN (RJ45), Wireless and USB) • Paper handling capacity (100 sheet input tray, 30 sheet output tray) • Paper/Media Sizes Supported (A4, Letter, B5, A6, DL envelope and Legal) • Compatible Operating System (Windows 7, 8 and 10) 31 bit or 64 bit • Control Panel Display • Power source (220 to 240 VAC 50/60 hz) | | | | |
| B. | <p><u>Terms and Conditions</u></p> <ul style="list-style-type: none"> • Free delivery and installation • Unlimited ink refill | | | | |

| | | | | | |
|--|---|--|--|--|--|
| | <ul style="list-style-type: none"> • Free repair of parts and maintenance services • Provision of twenty-four (24)-hour technical support • Monthly maintenance service provision of replacement/service unit during breakdown | | | | |
|--|---|--|--|--|--|

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

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

| Item | Description | Total Quantity | Delivery | Bidder's Statement of Compliance |
|-------------|--|-----------------------|---|---|
| I | Lease of Colored Printers: Supply, delivery, and installation of heavy-duty ink-tank colored printer | 7 units | Within Fifteen (15) calendar days upon receipt of the Notice to Proceed (NTP) | |
| II | Provision of printer's ink refills | | Within Twenty-four (24) hours upon receipt of written/verbal notice from the Administrative Service | |
| III | Provision of technical support/repair/maintenance/service unit | | | |
| IV | Submission of monthly maintenance schedule | | Within Three (3) working days upon delivery and installation of printers | |
| V | Submission of warranty certificate | | Within three (3) working days upon acceptance of the Administrative Service | |

FINANCIAL OFFER

| Approved Budget for the Contract (ABC) | Total Offered Quotation |
|---|---|
| Five Hundred Four Thousand Pesos (PhP504,000.00) | <p style="text-align: center;">In words: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">In figures: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> |

| | |
|--------------------------------|---|
| <i>Payment Details:</i> | Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user. |
| Banking Institution | |
| Account Number | |
| Account Name | |
| Branch | |

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM 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.
- 10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
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 DBM shall rescind 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 period for the performance of the obligations under this Contract shall not go beyond the validity of the appropriation for this Project.
13. Billing shall be made on a monthly basis and upon compliance with the requirements specified in Section 10.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.
