



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 **"Supply and Delivery of 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 **Seven Hundred Eighty Seven Thousand Five Hundred Forty Five Pesos (P 787,545.00)**.

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** FEB 05 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 Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration may be submitted in lieu of the Mayor's/Business Permit.

A notarized Omnibus Sworn Statement (GPPB-prescribed forms) 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 **mdavid@dbm.gov.ph**.


JOYCE D. LABAO

OIC-Chief Administrative Officer, AS-PMD

In 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.

In 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.

Date: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable):	
TIN:	
PhilGEPS Registration Number:	

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly, accurately and completely.
- (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 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)
	Supply and Delivery of Colored Printers				
I	Please refer to "Annex A" of the <u>Technical Specifications</u>	1 lot			
TOTAL COST:					

**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
I	Supply and Delivery of Colored Printers <i>Please refer to "Annex A" of the Technical Specifications</i>	1 lot	Thirty (30) calendar days from the receipt of the Notice to Proceed (NTP)

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<u>FINANCIAL OFFER:</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Seven Hundred Eighty Seven Thousand Five Hundred Forty Five Pesos (PhP787,545.00)	In words:
	In figures:

<u>Payment Details:</u>	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.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

Section VII. Technical Specifications

Item	Description
1	<p>Heavy-duty Ink-tank Printer</p> <p>Functions</p> <ul style="list-style-type: none"> • Print • Copy • Scan • Fax <p>Auto-duplex printing</p> <p>Print Speed black / colour</p> <ul style="list-style-type: none"> • At least 5ppm / Up to 11 ppm <p>Scanning</p> <ul style="list-style-type: none"> • Flatbed, ADF • Scan size maximum A4/letter 216x297mm <p>Paper Handling</p> <ul style="list-style-type: none"> • Paper size A4, B5 Envelope DL and Legal <p>Control Panel Display</p> <p>Operating System Compatibility</p> <ul style="list-style-type: none"> • Windows 10, 8.1, 8 or 7 : 32bit or 64bit <p>Interface/Network</p> <ul style="list-style-type: none"> • Wifi 802.11 b/g/n • USB 2.0 <p>Fax transmission speed</p> <ul style="list-style-type: none"> • Up to 33.6 kbps
2	<p>Warranties</p> <ul style="list-style-type: none"> • Minimum of one (1) year warranty on parts and labor from authorized service center • Response time for the repair/replacement of defective parts is within twenty-four (24) hours upon receipt of written or verbal notice from the AS • Provision of technical assistance/support either by telephone call, email, or site visit (for NCR) within 24 hours upon receipt of verbal or written notice from the AS

Section VI. Schedule of Requirements

The delivery schedule stipulates hereafter the date of delivery to the project site.

Item	Description	Quantity	Delivery Schedule
1	Supply, delivery, and installation of heavy-duty ink-tank colored printers	43	Within 30 calendar days upon receipt of Notice to proceed (NTP)
2	Warranty: The warranty period are as follows: (a) Parts and labor from authorized service centers with global repair coverage (b) Response time for the repair and replacement of defective parts and for technical assistance/support		At least one (1) year from the date of acceptance by the AS Within twenty-four (24) hours upon receipt of written or verbal notice from the AS
3	Submission of Warranty Certificate by the Supplier		Within 3 working days from the date of acceptance by the AS