



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE VIII  
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

**REQUEST FOR QUOTATION (RFQ)**  
**Supply, Delivery, Installation, Commissioning, and Testing of**  
**Multifunction Photocopying Machine**

December 13, 2023

The Manager

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Dear Sir/Madam:

Please quote your price for the item specified below, taking into consideration the following:

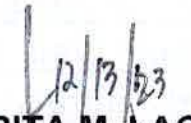
**PROCUREMENT TERMS & CONDITIONS**

1. The Total Approved Budget for the Contract (ABC) is **Two Hundred Thirty-Eight Thousand Pesos only (P238,000.00)**.
2. Price quotation should be inclusive of tax obligations.
3. **Evaluation of bids will be conducted on a "per lot" basis.**
4. Delivery period is five (5) calendar days upon receipt of the Notice of Award (NOA) and Purchase Order (PO) at the DBM-Regional Office VIII, Marasbaras, Tacloban City.
5. If awarded the contract, processing and payment shall be made within five (5) working days upon receipt of Statement of Account.
6. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
7. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to Sec. 3 Annex D of the 2016 Revised IRR of RA 9184.
8. The BAC upon consultation with the end-user unit, may cancel or terminate the conduct of procurement activities pursuant to Sec. 35.6 of the 2016 Revised IRR of RA 9184. Moreover, the Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract in accordance with Section 41 of the same IRR.
9. **This RFQ must be duly filled out supported with the following documents, and the same must be sealed and submitted manually/on-site or through courier not later than December 19, 2023 @ 9:30 AM, DBM Bundy Clock Time:**
  - a) 2023 Mayor's/Business Permit. However, if you have already submitted the said eligibility document from the previous procurement, you may no longer be required to submit the same; and
  - b) Omnibus Sworn Statement (OSS) using the attached format. Unnotarized OSS will be accepted subject to submission of a notarized OSS after award of contract but before payment.
10. **The supplier's PhilGEPS Registration Number must be indicated at the 3<sup>rd</sup> page of this RFQ.**

**Address of bid submission**

**FLORITA M. LACDO-O, BAC Chairperson**  
DBM-Regional Office No. VIII  
Villa Ruiz, Marasbaras, Tacloban City

  
**ENERIZA A. REALINO**  
Canvasser

  
**FLORITA M. LACDO-O**  
BAC Chairperson



I have read and understood the Procurement Terms & Conditions. By signing this quote, I hereby agree and bind myself to the Terms & Conditions indicated in this RFQ.

**Supply, Delivery, Installation, Commissioning, and Testing of Multifunction Photocopying Machine**

Lot	Qty	Unit	Particulars	ABC	BID PRICE	
					U/P	Total Amount
1	1	unit	<p><b>Supply, Delivery, Installation, Commissioning, and Testing of Multifunction Photocopying Machine</b></p> <p><b>Technical Specifications:</b></p> <ul style="list-style-type: none"> <li>- Printing and Copying Speed A4: 36 ppm</li> <li>- Print System: Laser</li> <li>- Paper feeder: Standard: Standard: 1,150 sheets, 150-sheet bypass (A5 – SRA3, width: 90 mm to 320 mm, length: 139.7 to 1,200 mm, 60–300 g/m2) for standard paper, envelopes, OHP, thick paper, banner paper</li> <li>- Paper format: A6–SRA3, customized paper sizes; banner paper, max. 1,200 x 297 mm</li> <li>- Printable area: Max. print area for SRA3 paper size: 307.1 x 437.1 mm; for 311.1 x 457.2 mm paper size: 302.7 x 448.7 mm</li> <li>- Printable paper weight: 52 – 300 gsm</li> <li>- Warm-up time: Approx. 12 seconds</li> <li>- System Memory: 8,192 MB (8 GB)</li> <li>- System Hard Drive: 256 GB SSD (Standard) / 1 TB (Optional)</li> <li>- Resolution: 1,200 x 1,200 dpi</li> <li>- Scanning speed: Max. 200/200 IPM (mono/colour)</li> <li>- Reverse Automatic Document Feeder (RADF): up to 300 originals; A6-A3; 35-210 gsm</li> <li>- Optional: RADF or Dualscan ADF Available</li> <li>- Feeder Capacity: 100 originals</li> <li>- Panel Size: 10.1"</li> <li>- Toner Technology: HD Polymerised Toner</li> <li>- Imaging Lifetime: 245,000/1,000,000 (drum/developer)</li> <li>- Network Enabled (Local Area Network/Wireless LAN)</li> <li>- With Built-in Copy Desk/Cabinet</li> <li>- Two (2) Paper Trays and One (1) Bypass Paper Tray</li> </ul> <p><b>Terms and Conditions:</b></p> <ul style="list-style-type: none"> <li>- Deliver genuine &amp; brand-new items as to the given specifications.</li> <li>- (1) One-year warranty on parts</li> <li>- Lifetime Free on-site service with monthly preventive maintenance check-ups.</li> <li>- Direct/Exclusive distributor of the</li> </ul>	238,000		

		<p>machine offered</p> <ul style="list-style-type: none"> <li>- Service Provider must be in existence of at least 10 years in the industry and must have a service center in Tacloban City.</li> <li>- Free Delivery, installation &amp; training.</li> <li>- Genuine Toner and Spare Parts</li> </ul> <p><b>Warranty on Parts and Service:</b></p> <ul style="list-style-type: none"> <li>- The machine is guaranteed against manufacturing defects for one (1) year from invoice date or 100,000 prints, whichever comes first. Parts that depreciate due to normal use of machine are not covered by this warranty. Lifetime Free Services with monthly preventive maintenance check-ups.</li> </ul> <p><b>Delivery Period:</b></p> <ul style="list-style-type: none"> <li>- 5 Calendar Days upon receipt of NOA and PO</li> </ul>			
				<b>238,000</b>	

Please fill-out this portion **LEGIBLY** and **COMPLETELY**:

Signature over Printed Name of  
Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Position in Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_



**FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR SOLE PROPRIETORSHIP)****Omnibus Sworn Statement (Revised)***[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]* \_\_\_\_\_, of legal age, *[Civil Status]* \_\_\_\_\_,  
*[Nationality]* \_\_\_\_\_, and residing at *[Address of Affiant]* \_\_\_\_\_,  
 after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of *[Name of Bidder]* \_\_\_\_\_ with office address at *[address of Bidder]* \_\_\_\_\_;
2. As the owner and sole proprietor, or authorized representative of *[Name of Bidder]* \_\_\_\_\_, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* \_\_\_\_\_ of the DBM-Regional Office No. VIII, as shown in the attached duly notarized Special Power of Attorney;
3. *[Name of Bidder]* \_\_\_\_\_ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* \_\_\_\_\_ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* \_\_\_\_\_ complies with existing labor laws and standards; and
8. *[Name of Bidder]* \_\_\_\_\_ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;



- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*\_\_\_\_\_.

9. *[Name of Bidder]* \_\_\_\_\_ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
 NAME OF BIDDER OR ITS AUTHORIZED  
 REPRESENTATIVE  
*[Insert signatory's legal capacity]*  
 Affiant

**[Jurat]**  
*[Format shall be based on the latest Rules on Notarial Practice]*



**FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR PARTNERSHIP/CORPORATION OR JOINT VENTURE)**

**Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]* \_\_\_\_\_, of legal age, *[Civil Status]* \_\_\_\_\_, *[Nationality]* \_\_\_\_\_, and residing at *[Address of Affiant]* \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of *[Name of Bidder]* \_\_\_\_\_ with office address at *[address of Bidder]* \_\_\_\_\_;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* \_\_\_\_\_ of the DBM Regional Office No. VIII, as shown in the attached \_\_\_\_\_ *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;
3. *[Name of Bidder]* \_\_\_\_\_ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* \_\_\_\_\_ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* \_\_\_\_\_ is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* \_\_\_\_\_ is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;



7. *[Name of Bidder]* \_\_\_\_\_ complies with existing labor laws and standards; and
8. *[Name of Bidder]* \_\_\_\_\_ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]* \_\_\_\_\_.
9. *[Name of Bidder]* \_\_\_\_\_ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*