



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 "Supply, Delivery, Installation and Testing of Photocopying Machine" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : "Supply, Delivery, Installation and Testing of Photocopying Machine"
- Approved Budget for and the Contract** : "Two Hundred Eighty Six Thousand Seven Hundred Forty Three Pesos Forty Nine Centavos" (Php286,743.49)
- Specifications** : See the attached Annex "A" for specifications
- Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Term** : Within Thirty (30) calendar days from receipt of the Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit, 2016 Income/Business Tax Return, PhilGEPS Registration Number, Omnibus Sworn Statement, and price quotation form (Annex "A") during submission of offer/quotation.


Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **November 27, 2017** 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. 735-1957.

For inquiry, you may contact us at tel. nos. 735-4902 or 791-2000 local 3115.

Very truly yours,

  
RYAN S. LITA  
Director IV, Administrative Service

MAD

**PRICE QUOTATION FORM**

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

The Administrative Service  
 Department of Budget and Management  
 Ground Floor, DBM Bldg. III, Gen. Solano Street,  
 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:

Description	Specification	Quantity	Unit Price	Total Price
<p><b>Supply, Delivery, Installation and Testing of Photocopying Machine</b></p>	<p><b>A. Copier Specification</b></p> <ul style="list-style-type: none"> <li>• <b>Materials Compliance</b> <ul style="list-style-type: none"> <li>- Brand new machine</li> <li>- Parts and consumables by the Original Equipment Manufacturer</li> <li>- Monochrome default and color capability</li> </ul> </li> <li>• <b>With LCD display, user friendly, and with capability to deliver clear high quality copies</b></li> <li>• <b>Warm up time</b> <ul style="list-style-type: none"> <li>- 25 seconds or less</li> </ul> </li> <li>• <b>Continuous copying 1-999 copies</b></li> <li>• <b>Copy paper size</b> <ul style="list-style-type: none"> <li>- Maximum 13" wide</li> <li>- Minimum 11" x 17" A5R</li> </ul> </li> <li>• <b>Maximum original size</b> <ul style="list-style-type: none"> <li>- A3</li> </ul> </li> <li>• <b>Fixing</b> <ul style="list-style-type: none"> <li>- Heated roller fixing</li> </ul> </li> <li>• <b>Density control</b> <ul style="list-style-type: none"> <li>- automatic and manual</li> </ul> </li> <li>• <b>Locking mechanism of the units to be supplied</b> <ul style="list-style-type: none"> <li>- manual key lock</li> <li>- coding pin lock</li> </ul> </li> <li>• <b>First copy out time</b> <ul style="list-style-type: none"> <li>- 4 seconds or less</li> </ul> </li> <li>• <b>Copier resolution</b> <ul style="list-style-type: none"> <li>- 1,200 x 1,200 dpi</li> </ul> </li> <li>• <b>Paper size</b> <ul style="list-style-type: none"> <li>- Maximum 13" wide</li> <li>- Minimum 11" x 17" A5R</li> </ul> </li> </ul>			

	<ul style="list-style-type: none"> <li>• <b>Paper weight</b> - 30-600 gsm</li> <li>• <b>Reduction / Enlargement</b> - 25%-400%</li> <li>• <b>Paper trays</b> - 4 trays plus bypass tray</li> <li>• <b>Bypass tray</b> - minimum 100 sheets</li> <li>• <b>Paper capacity</b> - minimum of 2,095 sheets</li> <li>• <b>Sorter</b> - electronic sorting</li> <li>• <b>Memory</b> - minimum of 512MB</li> <li>• <b>HDD Capacity</b> - minimum 250GB</li> </ul>			
	<p><b>B. Printing Specification</b></p> <ul style="list-style-type: none"> <li>• <b>Print speed</b> - minimum of 25 ppm</li> <li>• <b>Print Resolution</b> - 1200 x 1200 dpi</li> <li>• <b>Interface / Connectivity</b> - USB 2.0 and Ethernet</li> <li>• <b>OS Support</b> - can support latest OS</li> <li>• <b>Fonts</b> - Manufacturer's standard</li> <li>• <b>Locked print and hold print</b></li> <li>• <b>Print from USB/SD Card</b></li> <li>• <b>Wifi capable</b></li> </ul>			
	<p><b>C. Scanner Specification</b></p> <ul style="list-style-type: none"> <li>• <b>Scan speed</b> - minimum of 50 ipm via colour or B &amp; W scanning</li> <li>• <b>Original size</b> - A5 up to A3</li> <li>• <b>Resolution</b> - 600 x 600 dpi</li> <li>• <b>Scan to folder</b> - 50 folders per job</li> <li>• <b>Scan to email</b> - 500 email per job</li> <li>• <b>Scan to USB / SD Card</b></li> <li>• <b>Maximum size</b> - Maximum 13" wide - Minimum 11" x 17" A5R</li> <li>• <b>Output format</b> - TIFF, JPEG, PDF, PDF-A</li> </ul>			

	<b>D. Warranty</b> - One (1) year on parts and Lifetime free labor service			
		* Inclusive of Delivery and Installation		
		Total (inclusive of VAT)		

(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.

# **TECHNICAL SPECIFICATIONS**

<b>Item</b>	<b>Technical Specifications</b>	<b>STATEMENT OF COMPLIANCE</b>
	<b>Supply, Delivery, Installation and Testing of Photocopying Machine</b>	
<b>I.</b>	<p><b>A. Copier Specification</b></p> <ul style="list-style-type: none"> <li>• <b>Materials Compliance</b> <ul style="list-style-type: none"> <li>- Brand new machine</li> <li>- Parts and consumables by the Original Equipment Manufacturer</li> <li>- Monochrome default and color capability</li> </ul> </li> <li>• <b>With LCD display, user friendly, and with capability to deliver clear high quality copies</b></li> <li>• <b>Warm up time</b> <ul style="list-style-type: none"> <li>- 25 seconds or less</li> </ul> </li> <li>• <b>Continuous copying 1-999 copies</b></li> <li>• <b>Copy paper size</b> <ul style="list-style-type: none"> <li>- Maximum 13" wide</li> <li>- Minimum 11" x 17" A5R</li> </ul> </li> <li>• <b>Maximum original size</b> <ul style="list-style-type: none"> <li>- A3</li> </ul> </li> <li>• <b>Fixing</b> <ul style="list-style-type: none"> <li>- Heated roller fixing</li> </ul> </li> <li>• <b>Density control</b> <ul style="list-style-type: none"> <li>- automatic and manual</li> </ul> </li> <li>• <b>Locking mechanism of the units to be supplied</b> <ul style="list-style-type: none"> <li>- manual key lock</li> <li>- coding pin lock</li> </ul> </li> <li>• <b>First copy out time</b> <ul style="list-style-type: none"> <li>- 4 seconds or less</li> </ul> </li> <li>• <b>Copier resolution</b> <ul style="list-style-type: none"> <li>- 1,200 x 1,200 dpi</li> </ul> </li> <li>• <b>Paper size</b> <ul style="list-style-type: none"> <li>- Maximum 13" wide</li> <li>- Minimum 11" x 17" A5R</li> </ul> </li> <li>• <b>Paper weight</b> <ul style="list-style-type: none"> <li>- 30-600 gsm</li> </ul> </li> <li>• <b>Reduction / Enlargement</b> <ul style="list-style-type: none"> <li>- 25%-400%</li> </ul> </li> <li>• <b>Paper trays</b> <ul style="list-style-type: none"> <li>- 4 trays plus bypass tray</li> </ul> </li> <li>• <b>Bypass tray</b> <ul style="list-style-type: none"> <li>- minimum 100 sheets</li> </ul> </li> <li>• <b>Paper capacity</b> <ul style="list-style-type: none"> <li>- minimum of 2,095 sheets</li> </ul> </li> <li>• <b>Sorter</b></li> </ul>	

	<ul style="list-style-type: none"> <li>- electronic sorting</li> <li>• <b>Memory</b> <ul style="list-style-type: none"> <li>- minimum of 512MB</li> </ul> </li> <li>• <b>HDD Capacity</b> <ul style="list-style-type: none"> <li>- minimum 250GB</li> </ul> </li> </ul>	
<b>II.</b>	<b>B. Printing Specification</b> <ul style="list-style-type: none"> <li>• <b>Print speed</b> <ul style="list-style-type: none"> <li>- minimum of 25 ppm</li> </ul> </li> <li>• <b>Print Resolution</b> <ul style="list-style-type: none"> <li>- 1200 x 1200 dpi</li> </ul> </li> <li>• <b>Interface / Connectivity</b> <ul style="list-style-type: none"> <li>- USB 2.0 and Ethernet</li> </ul> </li> <li>• <b>OS Support</b> <ul style="list-style-type: none"> <li>- can support latest OS</li> </ul> </li> <li>• <b>Fonts</b> <ul style="list-style-type: none"> <li>- Manufacturer's standard</li> </ul> </li> <li>• <b>Locked print and hold print</b></li> <li>• <b>Print from USB/SD Card</b></li> <li>• <b>Wifi capable</b></li> </ul>	
<b>III.</b>	<b>C. Scanner Specification</b> <ul style="list-style-type: none"> <li>• <b>Scan speed</b> <ul style="list-style-type: none"> <li>- minimum of 50 ipm via colour or B &amp; W scanning</li> </ul> </li> <li>• <b>Original size</b> <ul style="list-style-type: none"> <li>- A5 up to A3</li> </ul> </li> <li>• <b>Resolution</b> <ul style="list-style-type: none"> <li>- 600 x 600 dpi</li> </ul> </li> <li>• <b>Scan to folder</b> <ul style="list-style-type: none"> <li>- 50 folders per job</li> </ul> </li> <li>• <b>Scan to email</b> <ul style="list-style-type: none"> <li>- 500 email per job</li> </ul> </li> <li>• <b>Scan to USB / SD Card</b></li> <li>• <b>Maximum size</b> <ul style="list-style-type: none"> <li>- Maximum 13" wide</li> <li>- Minimum 11" x 17" A5R</li> </ul> </li> <li>• <b>Output format</b> <ul style="list-style-type: none"> <li>- TIFF, JPEG, PDF, PDF-A</li> </ul> </li> </ul>	
<b>IV.</b>	<b>D. Warranty</b> <ul style="list-style-type: none"> <li>- One (1) year on parts and Lifetime free labor service</li> </ul>	
* Inclusive of Delivery and Installation		

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

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

\_\_\_\_\_  
Date

## ***SCHEDULE OF REQUIREMENTS***

<b>Item</b>	<b>SCHEDULE OF REQUIREMENTS</b>	<b>Quantity</b>	<b>Contract Duration</b>
	The Bidder/Supplier shall provide the following needed for the project:		
1	Supply, Delivery, Installation and Testing of Photocopying Machine	1 unit	Within thirty (30) calendar days upon receipt of the Notice to Proceed.
2	Warranty		One (1) year on parts and Lifetime free labor service

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

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

\_\_\_\_\_  
Date

## Omnibus Sworn Statement

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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. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;

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]*'s authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**



*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, 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 partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, 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, 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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure 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.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government*

*identification card used*], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her \_\_\_\_\_ No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_