



Republic of the Philippines
Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Third Floor MWSS Administration Bldg., Katipunan Road
Balara, Quezon City
Contact Nos. (02) 3436 3779 / 3436 4458 / 3436 3773
Website: www.ogcc.gov.ph

REQUEST FOR QUOTATION

Date: 12 April 2022
RFQ No. 2022-04-0010

Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
PhilGEPS Registration No. (required): _____
Price Quotation: _____ ; Brand Offered: _____

The Office of the Government Corporate Counsel, through its Bids and Awards Committee, intends to procure "Rental of Four (4) Units Photocopying Machine" in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

LOT NO.	DESCRIPTION	Unit	ABC (in PhP)
1	Rental of Photocopying Machines	4	360,000.00
	Total		360,000.00

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions herein provided (please see attached Terms of Reference). Submit your quotation duly signed by you or your duly authorized representative **not later than 19 April 2022 at 3:00 p.m.** Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. 2022 Mayor's/Business Permit;
2. Updated PhilGEPS Registration/Certificate; and
3. Notarized Omnibus Sworn Statement (GPPB-prescribed form)

For any clarification, you may contact Atty. Diane Camilla R. Borja at telephone no. (02) 7617 2991 and email at ogccbacsecretariat@gmail.com

INSTRUCTIONS:

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

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the Item/s as follow:

PHOTOCOPYING MACHINES		
SPECIFICATIONS		COMPLIANCE (Please check)
Quantity	4 Units	
Condition	Brand New (Unused)	
Heavy-Duty Photocopying Machine	Copy/Print 35 cpm/ppm	
Quantity of toners to be supplied:	26 units of toners (to be delivered quarterly basis, reckoned from the date of receipt of Notice of Award, or as the need arises)	
Specific Areas/Teams to be assigned	1 st Machine - East Wing near Team 6 2 nd machine - Records Office 3 rd machine - Office of the GCC 4 th machine - West Wing near CAO's Office	
Functions	Multi-Function Digital Copier, Network Printer and Network Scanner	
	With Duplex Automatic Document Feeder - at least 110 sheets	
	With Automatic back to back Copy/Print	
	With Electronic Sorting & Collating	
Ink Toner/drum color	Black and colored	
COPIER FUNCTION		
Warm-up time	35 seconds or less	
Copier Resolution	600 x 600 dpi	
First Copy Out Time	Manufacturer's standard	
Paper Size	Up to A3	
Reduction/Enlargement	25% - 400%	
Paper Trays	4 Cassette Trays plus Bypass tray	
Paper Capacity	At least 2,000 sheets (minimum)	
Memory	2gb (minimum)	
Hard Disk Drive (HDD)	Manufacturer's standard	

PRINTER FUNCTION		
Print Resolution	Manufacturer's standard	
Connectivity	Manufacturer's standard	
Operating system:	Windows, Mac and Linux	
Printer Language	PCL6 PCL5e	
USB Flash disk direct print	Manufacturer's standard	
SCANNING FUNCTION		
Scan Speed	Manufacturer's standard	
Resolution	600 x 600 dpi	
Maximum Size	Up to A3	
File Format Output:	TIFF, PDF - can be saved via USB Flash disk	
WARRANTY		
	<p>1 year on both parts and services with on-site service.</p> <p>Supplier shall, upon verbal/written notification by the End-User Agency, respond within 24 hours for any request for technical assistance/support, through site visit at the Office of the Government Corporate Counsel, MWSS Administration Building, Katipunan Ave., Balara, Quezon City.</p>	

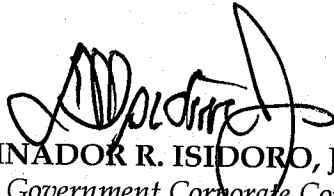
Signature Over Printed Name/Position

Telephone Number

E-mail Address

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest 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.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The OGCC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the OGCC 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.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
12. 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 OGCC 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.
13. By signing the Request for Quotation, the Bidder acknowledges that it accepts the instructions and requirements contained in the attached Terms of Reference.


DOMINADOR R. ISIDORO, JR.
Assistant Government Corporate Counsel
Chairman, Bids & Awards Committee

TERMS OF REFERENCE

I. OBJECTIVE:

This project aims to provide functional and heavy-duty photocopying machines for the Office of the Government Corporate Counsel.

II. PROJECT TITLE

Rental of Four (4) units Photocopying Machine.

III. ITEMS AND APPROVED BUDGET FOR THE CONTRACT (ABC)

ITEMS	Quantity	Total ABC (PhP)
Rental of Photocopying Machine	4 units	360,000.00

NOTE: The financial bid of the bidders shall be inclusive of the 12% Value Added Tax. The VAT and other applicable taxes should be clearly and separately indicated and/or itemized in the bidder's financial proposal.

IV. TECHNICAL SPECIFICATIONS

PHOTOCOPYING MACHINE	
Quantity	4 Units
Condition	Brand New (Unused)
Heavy-Duty Photocopying Machine	Copy/Print 35 cpm/ppm
Quantity of toners to be supplied:	26 units of toners (to be delivered quarterly basis, reckoned from the date of receipt of Notice of Award, or as the need arises)
Specific Areas/Teams to be assigned	1 st Machine – East Wing near Team 6 2 nd machine – Records Office 3 rd machine – Office of the GCC 4 th machine – West Wing near CAO's Office
Functions:	Multi-Function. Digital Copier, Network Printer and Network Scanner
	With Duplex Automatic Document Feeder – at least 110 sheets
	With Automatic back to back Copy/Print
	With Electronic Sorting & Collating
Ink Toner/drum color:	Black and colored

COPIER FUNCTION	
Warm-up time:	35 seconds or less
Copier Resolution:	600 x 600 dpi
First Copy Out Time:	Manufacturer's standard
Paper Size	Up to A3
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Paper Trays:	4 Cassette Trays plus Bypass tray
Paper Capacity:	At least 2,000 sheets (minimum)
Memory:	2gb (minimum)
Hard Disk Drive (HDD)	Manufacturer's standard
PRINTER FUNCTION	
Print Resolution:	Manufacturer's standard
Connectivity:	Manufacturer's standard
Operating system:	Windows, Mac and Linux
Printer Language:	PCL6 PCL5e
USB Flash disk direct print	Manufacturer's standard
SCANNING FUNCTION	
Scan Speed:	Manufacturer's standard
Resolution	600 x 600 dpi
Maximum Size:	Up to A3
File Format Output:	TIFF, PDF – can be saved via USB Flash disk
WARRANTY	
	1 year on both parts and services with on-site service. Supplier shall, upon verbal/written notification by the End-User Agency, respond within 24 hours for any request for technical assistance/support, through site visit at the Office of the Government Corporate Counsel, MWSS Administration Building, Katipunan Ave., Balara, Quezon City.

V. SCOPE OF RENTAL PACKAGE

1. The period for the rental of four (4) units of photocopying machine is three (3) years, renewable yearly.
2. The Supplier shall provide monthly billing inclusive of the 12% Value Added Tax.
3. The Supplier shall provide consumables, such as toner, drum, and developer which can be easily and quickly replaced by the users even without technical assistance.
4. The Supplier shall provide at least three (3) toners and three (3) drums, as reserve stock.
5. The Supplier shall provide a worry-free rental package by providing maintenance for the entire duration of the contract, and immediate replacement of spare parts for free, in case of malfunction. In case the spare parts are not readily available, the Supplier shall immediately notify the user in writing about the matter and provide an estimated period of compliance.
6. The Supplier shall provide free training to users on how to operate, replace the toner and drum, and other relevant features of the photocopying machine at the Office of the Government Corporate Counsel.
7. The Supplier shall deliver the photocopying machines at the given office address below:

Property and Supply Office

OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

3rd Flr MWSS Administration Building, Katipunan Ave., Balara, Quezon City

Contact Numbers: (02) 7617 2991; 0917 874 4417

8. The Supplier shall deliver the items within **30 calendar days** from receipt of Notice of Award. A request for extension may be granted provided the Supplier provides a justifiable reason/s.
9. The Supplier shall ensure that the photocopying machines to be delivered are equipped with complete accessories.

VI. TERMS OF PAYMENT

- a. Advance payment is **not** allowed.
- b. The Supplier shall be paid within **60** working days upon receipt of the original signed Statement of Account, or billing statement, supported by an Inspection and Acceptance Report (IAR), Certificate of Completion and/or Certificate of Satisfactory Service Rendered to be issued by the End-User, and upon completion of all the deliverables/documentary requirements.