



REQUEST FOR QUOTATION

Date: April 4, 2023

RFQ No. 2023-MC-84

(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **TWO (2)-YEAR CONTRACT FOR THE RENTAL OF SIX (6) DIGITAL MULTIFUNCTIONAL PHOTO COPIER MACHINES FOR THE PICC OFFICES**, with an **Approved Budget for Contract (ABC) of Four Hundred Twenty Eight Thousand Four Hundred Pesos (₱ 428,400.00), VAT Inclusive**, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the service/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **3:00 p.m. of April 14, 2023**. A copy of the following are required to be submitted along with your quotation/offer:

- a. **2023 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number; and**
- d. **Copy of the Terms of Reference duly signed on all pages.**

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarifications, you may contact **Mr. Odysseus Oliver U. Galimba** at telephone no. **(02) 8789-4760** or email address at ougalimba@picc.gov.ph.


KRISTINE ANGELICA E. AGUJO
Head, BAC Secretariat/
Procurement Unit

TERMS OF REFERENCE

- I. PROJECT TITLE:**
Two (2)-Year Contract for the Rental of Six (6) Digital Multifunctional Photocopier Machines for the PICC Offices
- II. APPROVED BUDGET FOR CONTRACT (ABC):**
Four Hundred Twenty Eight Thousand Four Hundred Pesos (₱ 428,400.00), VAT Inclusive
- III. SCOPE OF SERVICES:**
1. Copier machines shall be installed by the CONTRACTOR's technician at the designated sites with the supervision of the IT office;
 2. The CONTRACTOR shall program the scanning, faxing and remote printing functions of the copiers;
 3. The CONTRACTOR shall train the users on the different functions of the copier;
 4. The CONTRACTOR shall provide and maintain an average of one (1) month stock of consumables, such as drum cartridges. All consumables will be supplied by the CONTRACTOR, free-of-charge;
 5. The CONTRACTOR shall provide regular maintenance to include cleaning, adjustments of parts and servicing of the machines. Any breakdown due to inherent mechanical defect on the rented machine shall be repaired by the CONTRACTOR at its expense inclusive of all the spare parts;
 6. The CONTRACTOR shall conduct a monthly check up on the quality of copies produced by the copier machines;
 7. The End-users will be briefed on the correct usage of the photocopier machine(s), and trained to operate on how to make minor adjustments/trouble shooting if the copier becomes inoperable;
 8. The provision of technician/s on an on-call basis whenever the machine devices, breaks down within 2 hours after the request-for-service call;
 9. Servicing works shall be done only during regular working days/hours (Monday to Friday, 8:00 am to 5:00 pm);
 10. In cases of machine problems, the CONTRACTOR shall immediately undertake the necessary repairs and if such repairs would take more than forty-eight (48) hours or if it is beyond repair, the CONTRACTOR shall immediately replace the damaged unit with a newly reconditioned equipment within the next working day;
 11. Newly reconditioned photocopying machines shall be delivered and installed as stated in the Notice to Proceed every year;
 12. In the event that the present CONTRACTOR is awarded the Annual Lease Contract, all machines presently installed in the various PICC offices must be replaced with newly refurbished/reconditioned equipment.

13. Files from the hard disk/memory shall be deleted in case of pull out of equipment for repair or termination of the Contract. Said activity shall be under the supervision of PICC-IT Office.

IV. SPECIFICATIONS:

- Multifunction Digital Copier
- Equipped with printing, scanning, copying, and faxing capabilities
- Speed: 45PPM (page per minute)
- Copying resolution: 600 x 600 dpi
- Reduction/Enlargement: 25 to 400%
- Maximum Set Quantity: 999
- Copy Sizes: A5 to A3; 8 ½" X 11"; 8 ½" X 13"
- Can produce more than 50,000 copies per month
- User friendly control panel with touch screen LCD Display in English
- Memory: 152MB (minimum)
- Warm-up time: less than 60 second
- First copy out time: 7.0 sec or less
- Universal trays, 500 sheets per tray (minimum of 2-trays)
- Automatic exposure
- Automatic paper selection
- Electronic sorting
- Capable of sending and receiving faxes
- With stapling functions (for BAC Secretariat only)

Note:

1. *Above specifications are minimum requirements, alternative offer/s must be equivalent to or an improved version/s of the above;*
2. *The unit to be assigned to the BAC Secretariat must be provided with staple wires already installed in the unit and 2 boxes reserve stock for replenishment.*

V. SCHEDULE OF REQUIREMENT:

The CONTRACTOR shall be required to provide six (6) units copier machines to be installed at the following offices:

1. Office of the General Manager (OGM)
2. Procurement Unit – BAC Secretariat
3. Marketing and Events Management Department (MEMD)
4. Technical Services Department (TSD)
5. Comptrollership (Compt.)
6. Administrative Dept. (ADMIN.)

PERIOD COVERED: **May 1, 2023 to April 30, 2025**

VI. TERMS OF PAYMENT:

All Accounts shall be payable to the Contractor, within twenty (20) working days from the receipt of invoice, subject to the usual accounting and auditing rules and regulations of the PICC.

VII. GENERAL CONDITIONS OF THE CONTRACT:

1. All prices quoted herein are valid, binding and effective for one hundred twenty (120) calendar days from date of quotation.
2. The AWARDEE shall be responsible for the source(s) of his services/equipment shall make deliveries in accordance with schedule, quality and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. The AWARDEE shall pick up RS and NTP issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the RS remain unclaimed, the said RS shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the service of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the services within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his services. Thereafter if AWARDEE has not completed delivery of services within the extended period, the subject RS & NTP shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The PICC-BAC shall then purchase the required services from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All services by the contractor shall be subject to inspection and acceptance by the PICC.
6. A penalty of one tenth (1/10) of one percent (1%) of the total value of services/works shall be deducted for each day of delay in the delivery of the services.
7. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

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Date:

RFQ No. 2023-MC-84

TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER
ROXAS BLVD., 1307 PASAY CITY

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

DESCRIPTION	TOTAL AMOUNT
Two (2)-Year Contract for the Rental of Six (6) Digital Multifunctional Photocopier Machines for the PICC Offices	₱ _____ VAT Inclusive

We undertake, if our quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

We acknowledge that PICC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

Signature over Printed Name

Position/Designation

Name of Company: _____

Address: _____

Office Telephone No./s: _____ Fax No: _____

Email Address/es: _____ Mobile No.: _____