



## REQUEST FOR QUOTATION

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

PR No.: 2021-04-064

Purpose: For reproducing of  
engineering and operation  
documents and for creating  
scan copy of documents

NAME OF COMPANY / FIRM / DEALER

ADDRESS

TIN NO. / VAT or NVAT

PhilGEPS Registration Number

Please quote your best offer, inclusive of VAT, on the job/item/s listed below, subject to the Specifications and Terms & Conditions stated herein, stating the shortest time of delivery. Submit your quotation duly signed by you or your authorized representative not later than APR 27 2021 only until exactly 12:00pm at the NIA MIMAROPA Regional Office, Bayanan II, Calapan City, Oriental Mindoro.

A copy of your 2021 Business / Mayor's Permit and PhilGEPS Registration Number / Certificate are also required to be submitted along with your quotation / proposal.

Failure to observe any of the herein Specifications and Terms & Conditions shall be ground for disqualifications of the bidders concerned.

ENGR. LOWELL M. LOZANO  
BAC Chairperson

TOTAL APPROVED BUDGET FOR THE CONTRACT: Php 175,000.00

Note: Please see the Terms and Conditions regarding proper accomplishment of this Form.

NO.	QTY.	UNIT	ARTICLES / SPECIFICATIONS	BIDDER'S BRAND/MODEL NO.	UNIT PRICE	TOTAL BID PRICE
			<b>SUPPLY AND DELIVERY OF OFFICE EQUIPMENT</b>			
		set	<b>COPIER, PRINTER AND SCANNER</b>			
			<b>Function</b>			
			print scan copy with 4 line LCD display			
			19 seconds warm up time			
			6 seconds first output speed			
			Output speed 27ppm			
			50 sheets ARDF Capacity			
			up to 999 copies resolution 600dpt			
			zoom from 25% to 400% in one steps			
			Printer Language Standard GDI			
			Network Interface ethernet(1000/100.10 base)			
			USB 2.0 type bx1 option for wireless LAN			
			(IEEE 802.11a/b/g/ac			
			Windows Environment: Win 7/8/10			
			windows server			
			Scan mode: folder,USB			
			Scanning Speed:18imp mono 6imp color/600dpi			
			Compression method MH/MR/MMR/JPEG			
			File format: single page TIFF,multi page TIFF			
			page PDF multi page PDF,single page JPEG			
			Security: locked print,Ipsec communication			
			Paper Size: A3,A4, A5,A6, B4, B5 and B6			
			Paper Input capacity: standard 500 sheets max 1600			
			Paper output capacity: 250 sheets			
			Paper Type: thin paper, palin paper, special paper,			
			middle thick paper,prepunched paper			
			bondpaper, cardstock, thick paper 1,			
			thick paper 2, label paper,OHP,enveloped			
			power source: 220 to 240volts 50/60hz			
			***nothing follows***			
DELIVERY PERIOD: _____ calendar days						
TOTAL AMOUNT:						
TOTAL BID PRICE IN WORDS:						

TERMS AND CONDITIONS

- 1. All entries must be legibly written. Bidders shall provide correct and accurate information required in this form.
- 2. Bidders shall also submit brochure showing specifications of the product being offered. (If applicable)
- 3. Bidders shall submit BIR Certificate of Registration upon request of the Technical Working Group during bid evaluation.
- 4. All bids exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
- 5. Delivery period is within 15 calendar days from receipt of Purchase Order.
- 6. Price validity shall be for a period of 60 calendar days from the date of submission. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- 7. **For Lot Award**  
All items to be grouped together to form one (1) complete Lot that will be awarded to one Bidder to form one (1) complete contract. Bidder must offer/quote on all items, otherwise, bidder shall automatically be disqualified.
- 8. Bid not addressing or providing price on the required items shall be considered as Not Available or Out of Stock. However specifying a zero(0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity.
- 9. Warranty shall be one (1) year for equipment and six (6) months for supplies and materials from date of approval of the Report of Inspection & Acceptance (RIA) by the authorized NIA MIMAROPA Regional Office representative.
- 10. Bidders shall submit one (1) accomplished Bid/Request for Quotation (RFQ) together with the following documents placed in one (1) sealed envelope, namely:
  - a.) Mayors Permit;
  - b.) Copy of PhilGEPS Registration Number / Certificate.
- 11. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.
- 12. 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 specifications and terms and conditions stated herein.
- 13. The NIA MIMAROPA Regional Office shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 14. Supplier shall be responsible for the source(s) of his/her product and shall make deliveries in accordance with schedule, quality and specifications of the award/purchase order and shall guarantee his/her deliveries to be free from defects. Failure of the supplier to comply with this provisions shall be ground for cancellation of the award or purchase order issued to the supplier.
- 15. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the undelivered item/s within the prescribed delivery period shall be imposed per day of delay. The NIA MIMAROPA Regional Office 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.

TERMS OF PAYMENT:

The winning bidder / supplier shall be paid the contract amount in full within 30 calendar days upon delivery and acceptance of the item/s by the NIA MIMAROPA Regional Office subject to deduction of applicable taxes.

NOTE:

- 1. Bid quotation may be submitted to the NIA MIMAROPA Regional Office, NIA Administrative Building, Second Floor, Bayanan II, Calapan City, Oriental Mindoro, Fax No. 043-288-7267 or by email at mimaropa@nia.gov.ph and niamimaropa.bac@gmail.com.
- 2. If quotation will be submitted thru email, kindly compress the file thru .zip or .rar with encryption / password to maintain confidentiality. Kindly include your contact details at the body of the email so that the BAC Secretariat could verify the password upon opening of your submitted quotation. If there is no input password, your bid will not be considered.
- 3. Please make a certain to affix the signature of the owner, manager or any of its duly authorized representative in a clear legible

After having carefully read and accepted the terms and conditions, I/we submit our quotation/s on the item/s at prices noted above.

Printed Name & Signature  
of Dealer or Representative

Contact / Telephone No.

Email address/es