



## REQUEST FOR QUOTATION

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

**RFQ No.:** \_\_\_\_\_

Name of Company : \_\_\_\_\_

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

Name of Store/Shop : \_\_\_\_\_

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

TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Rental of Nine (9) Multi-Functional Photocopying Machines** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **October 25, 2023 at 10:00am.** A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized), BIR 2303 and latest ITR** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at [blagazo@sbcorp.gov.ph](mailto:blagazo@sbcorp.gov.ph); [jbperrez@sbcorp.gov.ph](mailto:jbperrez@sbcorp.gov.ph); [bac@sbcorp.gov.ph](mailto:bac@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson

### INSTRUCTIONS:

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

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

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p><b>Rental of Nine (9) Multi-Functional Photocopying Machines:</b></p> <p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p><b>I. Name of Project</b> Rental of Nine (9) Multi-Functional Photocopying Machines for Small Business Corporation ("SB Corp") Head Office, South Luzon Group and Visayas Group.</p> <p><b>II. Purpose</b> The photocopying machines to be rented are intended for reproduction, printing and scanning requirements of SB Corp Head Office, South Luzon Group and Visayas Group.</p> <p><b>III. Approved Budget for the Contract</b> The Approved Budget for the Contract (ABC) is PESOS: SEVEN HUNDRED SEVENTY THOUSAND ONLY (Php770,000.00), inclusive of VAT and other applicable government taxes.</p> <p><b>IV. Duration of the Contract</b> The contract for the rental of photocopying machines will be for the period October 2023 to October 2024.</p> <p><b>V. Scope of Services</b> The Service Provider must accomplish the following:</p> <p style="padding-left: 40px;">a. Supply, delivery and installation of multi-functional photocopying machines and accessories to the following SB Corp offices:</p> <p style="padding-left: 80px;">Head Office (Makati City) - 5 units</p>	

South Luzon Group (Makati City)

- 1 unit

Visayas Group (2 - Cebu City and  
1 - Tacloban City)

- 3 units

- a. Supply and delivery of consumable for the above rental units including but not limited to toner cartridges.
- b. Repair and maintenance of rental units and provide service unit, if necessary, as specified under Section VI - Maintenance and Technical Support of this TOR.
- c. Conduct of briefing to different SB Corp employees on how to operate the photocopying machines including basic trouble shooting.

#### **V. Technical Specifications of the Photocopy Machines**

The photocopy machines to be deployed to SB Corp must have the following specifications:

1. Printer/Copier/Scanner
2. Automatic back-to-back copying
3. Book margin
4. Automatic electronic sorter
5. Automatic document feeder
6. Reduce/enlarge
7. Photo mode
8. Two-page separation
9. Machine capacity / speed – At least 60vpm
10. Multiple copy: 1-9,999
11. Scan to email feature
12. Memory 2 GB
13. Hard Disk Drive: 250GB
14. Black & white scanner
15. At least 4 trays: 3,650 paper capacity
16. Eco-friendly Toner
17. Energy Star compliance
18. Max power Consumption: 2,1 KC or less

## **VI. Maintenance and Technical Support**

In order to ensure continuous operation of the machines, the Service Provider must provide the following:

- a. Certified technician must be deployed on regular basis to conduct inspection and to perform preventive maintenance on the rented machines;
- b. On-call support shall be made available during the regular working hours from Monday to Friday, and during weekend, if necessary;
- c. Labor, tools and equipment for repair and maintenance shall be for the account of the Service Provider;
- d. Service unit or replacement unit shall be provided when needed.

## **VII. Other Terms and Conditions**

- a. Delivery and installation of the machines shall be completed within 15 calendar days from receipt of Notice to Proceed. A Certificate of inspection and Acceptance shall be issued thereafter.
- b. Payment shall be made on a monthly basis, subject to submission of the following documents:
  - Statement of Account showing actual copies within estimated copy volume (ECV) for contract and additional copies in excess of ECV, and
  - Meter reading duly signed and received by the authorized personnel of each office/end-user.
- c. No subcontracting shall be allowed for the entire project.
- d. Lease charges shall be on a **cost-per-page** basis (inclusive of consumables, maintenance, replacement of parts and other incidental services), based on monthly meter readings taken from

each machine, as evidenced by the meter reading report.

- e. Computation will be based on the number of copies shown on the meter reading cards/reports less 2% allowance for spoilage. There should be no accounting of spoiled paper.

**VIII. Eligibility of Bidders**

1. The Service Provider must be in the business of photocopy machine rental for at least five (5) years;
2. They must have previous or existing contract/s in the rental of photocopy machines within and outside Metro Manila including Metro Cebu and Tacloban City;
3. They must have their own technician/s who shall be available during weekdays and even in weekends, if necessary, for the trouble shooting or repair of machines assigned to SB Corp.

**Terms of Payment**

Payment shall be made on monthly basis via dated check, processed within fifteen (15) calendar days upon receipt of Statement of Account or billing with all the necessary attachments.

**Period covered: October 2023 to October 2024**

**Approved Budget for the Contract (ABC):  
Seven Hundred Seventy Thousand Pesos  
(770,000.00)**

(see attached TOR)

**DELIVERY REQUIREMENT**

a) 1 lot

b) 1 year period covered: October 2023 to October 2024

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
			In words _____ _____
			In figures: _____

**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 (ABC) 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 SBCorp 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 SBCorp 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

## TERMS OF REFERENCE

### I. Name of Project

Rental of Nine (9) Multi-Functional Photocopying Machines for Small Business Corporation ("SB Corp") Head Office, South Luzon Group and Visayas Group.

### II. Purpose

The photocopying machines to be rented are intended for reproduction, printing and scanning requirements of SB Corp Head Office, South Luzon Group and Visayas Group.

### III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is **PESOS: SEVEN HUNDRED SEVENTY THOUSAND ONLY (Php770,000.00)**, inclusive of VAT and other applicable government taxes.

### IV. Duration of the Contract

The contract for the rental of photocopying machines will be for the period October 2023 to October 2024.

### V. Scope of Services

The Service Provider must accomplish the following:

- a. Supply, delivery and installation of multi-functional photocopying machines and accessories to the following SB Corp offices:

Head Office (Makati City)	-	5 units
South Luzon Group (Makati City)	-	1 unit
Visayas Group (2 - Cebu City and 1 - Tacloban City)	-	3 units

- a. Supply and delivery of consumable for the above rental units including but not limited to toner cartridges.
- b. Repair and maintenance of rental units and provide service unit, if necessary, as specified under Section VI - Maintenance and Technical Support of this TOR.
- c. Conduct of briefing to different SB Corp employees on how to operate the photocopying machines including basic trouble shooting.

## **V. Technical Specifications of the Photocopy Machines**

The photocopy machines to be deployed to SB Corp must have the following specifications:

1. Printer/Copier/Scanner
2. Automatic back-to-back copying
3. Book margin
4. Automatic electronic sorter
5. Automatic document feeder
6. Reduce/enlarge
7. Photo mode
8. Two-page separation
9. Machine capacity / speed – At least 60vpm
10. Multiple copy: 1-9,999
11. Scan to email feature
12. Memory 2 GB
13. Hard Disk Drive: 250GB
14. Black & white scanner
15. At least 4 trays: 3,650 paper capacity
16. Eco-friendly Toner
17. Energy Star compliance
18. Max power Consumption: 2,1 KC or less

## **VI. Maintenance and Technical Support**

In order to ensure continuous operation of the machines, the Service Provider must provide the following:

- a. Certified technician must be deployed on regular basis to conduct inspection and to perform preventive maintenance on the rented machines;
- b. On-call support shall be made available during the regular working hours from Monday to Friday, and during weekend, if necessary;
- c. Labor, tools and equipment for repair and maintenance shall be for the account of the Service Provider;
- d. Service unit or replacement unit shall be provided when needed.

## **VII. Other Terms and Conditions**

- a. Delivery and installation of the machines shall be completed within 15 calendar days from receipt of Notice to Proceed. A Certificate of inspection and Acceptance shall be issued thereafter.
- b. Payment shall be made on a monthly basis, subject to submission of the following documents:





- c. No subcontracting shall be allowed for the entire project.
- d. Lease charges shall be on a **cost-per-page** basis (inclusive of consumables, maintenance, replacement of parts and other incidental services), based on monthly meter readings taken from each machine, as evidenced by the meter reading report.
- e. Computation will be based on the number of copies shown on the meter reading cards/reports less 2% allowance for spoilage. There should be no accounting of spoiled paper.

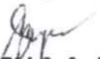
#### **VIII. Eligibility of Bidders**

1. The Service Provider must be in the business of photocopy machine rental for at least five (5) years;
2. They must have previous or existing contract/s in the rental of photocopy machines within and outside Metro Manila including Metro Cebu and Tacloban City;
3. They must have their own technician/s who shall be available during weekdays and even in weekends, if necessary, for the trouble shooting or repair of machines assigned to SB Corp.

#### **Terms of Payment**

Payment shall be made on monthly basis via dated check, processed within fifteen (15) calendar days upon receipt of Statement of Account or billing with all the necessary attachments.


Prepared by:

  
**ANNABELLA A. REYES**  
CEO III

Reviewed by:

  
**ANTHONY F. SAMPAYO JR.**  
OIC-CEO IV

Approved by:

  
**JULIETA S. CALIMLIM**  
ASU/HR, Head