

REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

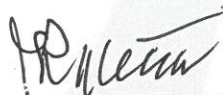

TIN : _____

PhilGEPS Registration Number (required prior to award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Rental Services of Fifteen (15) Multi-Functional Photocopying Machines for SBCorp Head Office and Regional Lending Groups** 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 RFO. Submit your quotation duly signed by you or your authorized representative not later than **May 15, 2026 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement*, ITR Updated and BIR 2303** 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 1711 or email address at 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.

**Submit the following documents:*

1. *Certified-true-copy of Secretary's Certificate for corporation, partnership or cooperative; or*
2. *Special Power of Attorney:*
 - a. *Joint venture - executed by all members thereof giving full powers and authority to its officers to sign the OSS/Sworn Statements and do acts to represent the bidder; or*

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b. *Single Proprietorship* – if the person representing the company or acting on behalf of the company is not the registered owner.

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

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
TERMS OF REFERENCE	<i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i>
<p>I. Name of Project</p> <p>Rental of Fifteen (15) Multi-Functional Photocopying Machines for Small Business Corporation ("SB Corp") Head Office and Regional Lending Groups (South Luzon Group, Central Luzon Group, North Luzon Group, Visayas Group and Mindanao Group).</p> <p>II. Purpose</p> <p>The photocopying machines to be rented are intended for reproduction, printing and scanning requirements of SB Corp Head Office and Regional Lending Groups.</p> <p>III. Approved Budget for the Contract</p> <p>The Approved Budget for the Contract (ABC) is PESOS: ONE MILLION ONE HUNDRED THOUSAND ONLY (Php1,100,000.00), inclusive of VAT and other applicable government taxes.</p> <p>IV. Duration of the Contract</p> <p>The contract for the rental of photocopying machines will be for the period June 2026 to May 2027.</p> <p>V. Scope of Services</p> <p>The Service Provider must accomplish the following:</p>	

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

Head Office (Makati City) -	8 units
SLG & CLG (Makati City) -	2 units
North Luzon Group (Baguio)-	1 unit
Visayas Group (2 - Cebu City and 1 - Tacloban City) -	3 units
Mindanao Group (Davao) -	1 unit

- a. Supply and delivery of consumable for the above rental units including but not limited to toner cartridges on regular basis and free from any delivery and/or services charges.
- b. Repair and maintenance of rental units and provide service unit, if necessary, as specified under Section VII - 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.

VI. 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 copy/print speed – At least 36ppm
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 3-4 trays: 3,650 paper capacity
16. Eco-friendly Toner
17. Energy Star compliance
18. Max power Consumption: 2,1 KC or less

VII. 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.

VIII. Other Terms and Conditions

- a. Delivery and installation of the machines shall be completed by the service provider within 15 calendar days from receipt of Notice to Proceed, free of delivery and/or service charges on the part of SB Corp.
- 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.
- f. The service provider must maintain a minimum of one (1) toner cartridge per copier under the custody of SB Corp to ensure uninterrupted service and prevent delays due to consumable delivery.

VIII. Rental Rate/Scheme

Interested bidder should submit a quotation based on per copy basis. The minimum copy volume requirement is 40,000 copies/month and the rates for the said copies must not exceed the amount indicated below. For purposes of uniformity of bid proposals, the computation of rate shall be based on the following number of copies and format:

First 40,000 copies @ P ____/copy
In excess of 40,000 copies @P ____/copy

Reference computation/format of quotation:		
Estimated number of copies for 1 year: 1,440,000		
Copies	Rate	Amount
First 40,000 copies per month or 480,000 copies per year:	480,000 x ____/copy y	
In excess of 40,000 copies per month or 480,000 copies per year:	960,000 x ____/copy y	
Total :		

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IX. Eligibility of Bidders

1. The Service Provider must be in the business of photocopier machine rental for at least five (5) years;
2. They must have previous or existing contract/s in the rental of photocopier machines within and outside Metro Manila including North Luzon, Metro Cebu, Tacloban City, and Davao 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.

X. Terms of Payment

Payment shall be made on monthly basis via dated check, processed within Twenty (20) working days upon receipt of Statement of Account or billing with all the necessary attachments.

XI. LIQUIDATED DAMAGES

Section 8.8.1 of the 2016 Revised Implementing Rules and Regulations – Annex E, when the Contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay SB Corporation for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one (1) percent of the cost of the performed portion of the works for every day of delay.

Further, Section 8.8.4 of the same guidelines provides that in case that the delay in the completion of the work exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the contractor, the SB Corp may rescind the contract, forfeit the contractor's performance security and take over the prosecution of the project or award the same to a qualified contractor through negotiated contract.

DELIVERY REQUIREMENT	
a) 1 lot	
b) 1 Year Contract – June 2026 to May 2027	

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.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC Php1,100,000.00 Tax Inclusive			In words _____ In figures: _____

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) 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.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- 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.
- 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.
- 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 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 SBCorp 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.

Office Telephone No. _____

Signature over Printed Name

Mobile No. _____

Position/Designation

Email address: _____