



REPUBLIC OF THE PHILIPPINES  
PUBLIC-PRIVATE PARTNERSHIP  
CENTER

8th Floor, One Cyberpod Centris, EDSA cor. Quezon Ave., Brgy. Pinyahan, Quezon Cit  
Tel. No. 8709-4146 / 8929-39-71 (Telefax); website: [www.ppp.gov.ph](http://www.ppp.gov.ph)

REQUEST FOR QUOTATION

Rental of Digital Photocopying Machine Services for the Public Private Partnership Center of the Philippines (PPPCP)

RFQ NO.: 2021-04-020

April 23, 2021

To All Bidders:

The Public-Private Partnership Center of the Philippines invites eligible bidders to quote their lowest price/s for the item/s listed on the attached Request for Quotation (RFQ) form including the total amount in legible style (preferably typewritten).

The quotation may be submitted **manually** in a sealed envelope labeled with the RFQ number to the PPPCP, BAC Secretariat, c/o Ms. Mildred A. Castillo, of the above address or **through electronic mail at [procurement@ppp.gov.ph](mailto:procurement@ppp.gov.ph)** on or before 5:00pm of April 30, 2021, subject to the following terms and conditions:

- The electronic submission procedure shall be as follows:
  - Quotations shall be sent through the email account/address indicated above. Quotations addressed to any email account/address other than the one indicated above will be deemed "not submitted" by the bidder and will not be considered by the PPP Center.
  - Bidders shall ensure that the eligibility and technical requirements/documents as well as the price quotation are received at the email account/address indicated above on or before the prescribed deadline. If only the eligibility and technical requirements/documents are received from the bidder on the prescribed deadline, while the price quotation is received beyond the deadline, the submission will not be accepted.
  - Bidders shall avoid sending multiple emails. However, in case of receipt of multiple emails, **ONLY** the latest email containing the eligibility and technical requirements/documents and price quotation received on or before the deadline shall be considered.
- The mode of procurement is Small Value Procurement. Quotation should not exceed the total Approved Budget for the Contract (ABC) for this procurement is Php420,000.00.
- Quotation must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions.
- Quotation must be submitted using the attached RFQ form. Supplemental information using your company stationery shall be attached to reflect the complete specification of bid e.g., brand name, model, pictures/ brochures/literature, etc.
- Quotation must be accompanied with the following documents:
  - Valid Mayor's/Business Permit or in its absence, expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment;
  - PhilGEPS Certificate of Registration under Platinum Membership or PhilGEPS Registration Number (can be submitted by the bidder as condition to award);
  - Duly notarized Omnibus Sworn Statement (OSS). Unnotarized OSS may be submitted subject to compliance with the submission of duly notarized OSS after award of contract but before payment as provided for under GPPB Resolution No. 09-2020; and
  - Conformed Terms of Reference (see attached).

- Bidders with Lowest Calculated Bid (LCB) will be required to submit the following during Post-Qualification:
  - Company Profile;
  - Copies of Satisfactory Completion from at least three (3) Clients; and
  - Statement of Completed Similar Projects indicating among others that:
    - a. The Service Provider has provided at least four (4) units of photocopying machines for each client;
    - b. The Contract with the client covered a period of one (1) year or more in their leasing/rental operations; and
    - c. That the contract was executed within the period January 2016 to January 2020.

- Award shall be made to the Lowest Calculated and Responsive Quotation or Single Calculated and Responsive Quotation.
- Bids should be valid for a minimum of one (1) month from deadline of submission of bids.
- Procured items must be served/provided to PPP Center.
- Payment shall be made seven (7) working days after receipt of billing statement.  
The payment will be through Expanded Modified Direct Payment Scheme (Ex-MDPS) either by direct credit to the winning bidder's bank account maintained at Land Bank of the Philippines (LBP), or bank transfer in non LBP accounts where corresponding bank charges shall be borne/paid by the payee.

In case you do not receive any communication from PPPCP one (1) month from the deadline indicated above, it will mean that the award was not made in your favor. PPPCP reserves the right to accept any or all quotation/bid and to annul bidding process and reject all quotations/bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact the BAC Secretariat c/o Ms. Mildred A. Castillo in the above address/telephone number or email at [procurement@ppp.gov.ph](mailto:procurement@ppp.gov.ph).

Very truly yours,



**MARIA THERESA L. LARANANG**  
Chairperson, Bids and Awards Committee *for*



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**REQUEST FOR QUOTATION**

23 April 2021

Item No.	Qty.	Unit	ITEM/DESCRIPTION	UNIT Price	Total (PhP)
	1	Job	Rental of four (4) Photocopying Machine Services for the Public-Private Partnership Center of the Philippines for FY 2021-2022 See attached Terms of Reference		

(Bidders, Please Provide complete information below)

Farmed-out:		Signature:	
Retrieved on:		Name/Designation:	
		Name of Company:	
		Address:	
		Telephone/Fax:	
		TIN:	

## TERMS OF REFERENCE

### Rental of Digital Photocopying Machine Services for the Public Private Partnership Center of the Philippines (PPPCP)

#### I. RATIONALE

Reproduction of records for filing or distribution is considered an indispensable task in records-keeping in all offices. While storage/archiving and distribution of records can already be done digitally, photocopying of these records is still deemed necessary.

Based on years of experience, it is more cost efficient for PPPCP to rent photocopiers and pay on a per copy basis, rather than to purchase photocopying machines. Hence, it is more advantageous to acquire photocopying services on a rental basis from reputable suppliers to meet for the PPPC photocopying requirements.

#### II. DURATION OF AGREEMENT

The service agreement shall be from **June 2021 to May 2022**

#### III. SCOPE OF WORK AND JOB SPECIFICATIONS

The Service Provider shall provide brand new or reconditioned three (3) units digital photocopying machines and one (1) unit digital photocopying capable to provide colored print out for a total of four (4) units with the following features:

Features	Minimum Requirements
Speed	35 ppm for black/ white and 25 ppm for colored
Color	Black/white with one unit capable for colored printing
Mechanical Features	A1 condition or brand new
	Copy, Print and Scan
	Can sort at least thirty (30) sets
	Automatic document feeder, at least 100 sheets
	Automatic duplex for back to back copying, printing and scanning
	Multiple Paper Tray should include but not limited to Short, A4, Legal & A3
	Paper Trays: minimum of 4 Trays plus Bypass Tray with at least 500 sheets capacity
IT Features	Local Area Network (LAN) connection module or with Network Interface Card (NIC) for network printing and scanning.
	Supported OS: window server, 2003/2008, windows XP, windows vista, windows 7, 8 and 10
	Password protection
Copier/Printer/Scanner	Print up to 600 x 600 dpi or higher
	Capable for electronic sorting and network printing and scanning
	Ratio: capable of 25% to 400% reduction/enlargement
	With automatic and manual density control
	Formats pdf and jpeg outputs
	Scan to USB function

The rental rate shall be on a **per copy basis with a minimum 30,000 Copies per month for Black/White and 1,850 copies per month for colored.** The rental rate on a per copy basis will be the basis on the evaluation of the bidder's offered price. The Service Provider shall provide the preventive maintenance kit, including all consumables except for the copy paper.

#### **IV. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is **Four Hundred Twenty Thousand Pesos (Php 420,000.00)** inclusive of all applicable government taxes and service charges. The price per copy shall be the basis in determining the lowest calculated bidder.

#### **V. QUALIFICATION REQUIREMENTS OF THE SERVICE PROVIDER**

The Service Provider shall have the necessary experience and expertise in providing photocopying services within the last five (5) years. For this purpose, the Service Provider shall submit, as part of the technical requirements, the following:

1. Company Profile; and
2. Certificate of Satisfactory Completion from at least three (3) clients; and
3. Statement of Completed Similar Projects within the last 5 years indicating among others that:
  - a. The Service Provider has provided at least four (4) units photocopying machines for each client;
  - b. The Contract with the client covered a period of one (1) year or more in their leasing/rental operations; and
  - c. That the contract was executed within the period January 2016 to January 2020.
4. Automatic deduction of 2% spoilage from the monthly billing of copies reproduced.

During post qualification in the procurement process, the bidder with the lowest calculated bid, shall conduct a demonstration of the unit being offered. The demonstration shall be conducted at the PPPC office located at the **8<sup>th</sup> floor One Cyberpod Centris EDSA cor. Quezon Avenue, Bgy. Pinyahan Quezon City**, for validation of the above- mentioned features of the machines, and quality test, e.g., readability, clarity of printing, speed, among others.

#### **VI. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER**

The Service Provider shall:

- A. Supply and install Three (3) units Black & White and One (1) unit colored capable digital photocopying machines as specified in the attached Distribution List (*Annex "A"*). The delivery, actual installation, and configuration of the machines including training of PPPCP key operators, shall be completed within fifteen (15) calendar days upon receipt of the Notice to Proceed.
- B. Provide repair and maintenance services, including replacement of parts at no cost to PPPCP. Inspection and servicing of the digital photocopiers shall also be conducted twice a month, or as often as may be required.

- C. Provide On-call customer service/technician who shall respond within four (4) hours to service calls upon advice of GSD.
- D. Provide repair and replacement of defective parts within the day upon receipt of notice from the General Services Division (GSD).
- E. Provide a replacement unit of similar or upgraded model within 24 hours from receipt of notice from GSD and assessment by the Service Provider that the digital photocopying machine is beyond repair or dilapidated.

A unit shall be declared dilapidated in case of the following condition(s):

- 1. The unit was repaired more than three times during the duration of the contract.
  - 2. The cost of repair amounts to 30% or more of the cost of machine or a major part/component of the machine has to be replaced such as drum, vertical & horizontal transport system or developer assembly
  - 3. Obsolescence of the unit/model.
- F. Provide operations and maintenance manual of the equipment, free of charge, to PPPCP personnel who will be assigned as key operators of the copying machines.
  - G. Configure the machines for network printing and scanning in coordination with the CBKMS-MISD.
  - H. Submit their Billing Statement within Five (5) calendar days after the end of each month of service. Compliance thereto is a criteria for the evaluation of the Service Provider's performance.

***Non-compliance with the provision of items C and D shall be subject to the penalties per Section 68 of the Revised IRR of RA 9184.***

## **VII.DUTIES AND RESPONSIBILITIES OF THE PPPCP**

The PPPCP shall:

- A. Check and ensure, through the PPPCP Inspectorate Team, that the Service Provider complies with the specifications and conditions of the Contract upon delivery of the units.
- B. Closely monitor and ensure the smooth operation of all equipment delivered, through the GSD of the Administrative Staff as the implementing unit of the project.
- C. Impose penalties for non-performance or incomplete services by the Service Provider.
- D. Request for additional copier (black/colored) as may be necessary. Delivery shall be at no cost to PPPCP. All expenses shall be borne by the Supplier.
- E. Assist in the network printing and scanning configuration of the machines by the Service Provider.
- F. Forfeit the Service Provider's performance security/bond in case of, but not limited to, the following instances:
  - 1. Defective/Dilapidated units were left unattended for repair/replacement for more than three (3) calendar days upon receipt of complaint from the GSD.

2. Failure on the part of the Service Provider to deliver the total number of units required in the contract.
3. Violation of other terms and conditions in the Contract.

### **VIII.PAYMENT SCHEME**

The PPPC shall make rental payment on a per copy basis upon submission of monthly billing statement by the Service Provider and issuance of Certificate of Satisfactory Service by the GSD.

Automatic deduction of 2% spoilage from the monthly billing of copies reproduced.

Payment shall be made seven (7) working days after receipt of billing statement.

The payment will be through Expanded Modified Direct Payment Scheme (Ex-MDPS) either by direct credit to the winning bidder's bank account maintained at Land Bank of the Philippines (LBP), or bank transfer in non LBP accounts where corresponding bank charges shall be borne/paid by the payee

### **IX.LIQUIDATED DAMAGES**

In case of failure to complete the delivery within the prescribed period, the Service Provider shall pay the corresponding penalties/liquidated damages in the amount of one-tenth of one percent (1/10 of 1%) of the Total Contract Price for every calendar day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, the PPPCP shall rescind the Contract without prejudice to other courses of action and remedies open to it.

### **X.DISPUTE RESOLUTION:**

In the case of a dispute between the Procuring Entity and Service Provider, the dispute shall be resolved in accordance with Republic Act 9285 (RA 9285), otherwise known as the "Alternative Dispute Resolution Act of 2004".

CONFORME:

\_\_\_\_\_

Name of Provider

\_\_\_\_\_

Signature over Printed Name and Designation

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

## Distribution List

LOCATION	SERVICES	NUMBER OF UNITS
NORTH WING	Administrative Service (AdS)	1
	Policy Formulation, Project Evaluation and Monitoring Services (PFPEMS)	1
	Project Development Monitoring Facility Services (PDMFS)	
SOUTH WING	Capacity Building and Knowledge Management Services (CBKMS)	1
	Project Development Services (PDS)	
	Legal Service (LS)	
	Office of Executive Director (OED)	1
	Office of Deputy Executive Director (ODED)	
TOTAL		4
		<p><b>NOTE:</b></p> <p><i>PPPCP may increase the number of Photocopying unit as need arises (as stated in VII.D)</i></p>