



REPUBLIC OF THE PHILIPPINES  
**PUBLIC-PRIVATE PARTNERSHIP  
CENTER**

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

**REQUEST FOR QUOTATION**

**RENTAL OF PHOTOCOPYING MACHINES FOR PPP CENTER**

RFQ NO.: 2022-04-11

April 20, 2022

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 28, 2022, 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 PhP 350,000.00.
- 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:
  - SEC/DTI Certificate of Registration;
  - 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; |
| √ | Conformed Terms of Reference (see attached);   |
| √ | List of completed contracts within the last five (5) years; and  |
| √ | Certificate of Satisfactory Completion from at least three (3) clients.  |

√ 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,

  
**FEROISA FRANCISCA T. CONCORDIA**  
 Chairperson, Bids and Awards Committee

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**REQUEST FOR QUOTATION**

20 April 2022

| Item No. | Qty. | Unit | ITEM/DESCRIPTION   | UNIT Price | Total (PhP) |
|----------|------|------|--|------------|-------------|
|          | 1    | lot  | Rental of Digital Photocopying Machines for the PPP Center<br><br>a. Six (6) Units Capable of Black and White<br><br>b. One (1) Unit Capable of Colored Printing<br><br>Rental Rate for Black and White with a minimum 60,000.00 copies per month<br><br>Rental Rate for Colored with a minimum of 1,850 copies per month<br><br><b>See attached Terms of Reference for complete details</b> |            |             |

(Bidders, Please Provide complete information below)

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

## TERMS OF REFERENCE (TOR)

### 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 the PPCP photocopying requirements.

#### II. SERVICE AGREEMENT

The Service Provider with corresponding scope of services, deliverables, timeline, and duties and responsibilities, among others, described in this TOR shall be for a duration from June 1, 2022 to December 31, 2022. Upon signing of the job order for which this TOR forms part of, the Service Provider binds itself to be available for one (1) month extension period with the PPP Center or as may be further extended until a new service provider completed the delivery and installation of the machines, subject to the following:

1. The Service Provider must have at least satisfactory rating from the client satisfaction survey results; and
2. PPP Center's written request for extension, for *conforme* of the Service Provider, to be issued at least one (1) month before the expiry date of the job order.

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

The Service Provider shall provide brand new or reconditioned Seven (7) units digital photocopying machines and One (1) unit digital photocopying capable to provide colored print out for a total of eight (8) 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 | All 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   |
| Spoilage               | Automatic deduction of 2% from the total copies reproduced for each monthly billing                                |
| Others                 | Provide at least one set of spare toners for colored and black/white printing.                                     |

The rental rate shall be on a per copy basis with a minimum 60,000 Copies per month for Black and 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 Three Hundred Fifty Thousand Pesos (Php 350,000.00) 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. Certificate of Satisfactory Completion from at least three (3) clients; and
2. Statement/ List of Completed Similar Projects within the last 5 years indicating the contact person and the contact number.

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 Seven (7) 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 Job Order.
- B. Provide repair and maintenance services, including replacement of parts, toners and other consumables at no cost to PPPCP. Request received shall be responded not later than the next working day upon receipt of notice from the General Services Division (GSD). 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 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.
- E. 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.
  - F. Configure the machines for network printing and scanning in coordination with the CBKMS-MISD.
  - G. 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.

#### **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/Company

\_\_\_\_\_  
Signature over Printed Name

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



## Distribution List

| LOCATION   | SERVICES  | NUMBER OF UNITS                     |
|------------|---|-------------------------------------|
| NORTH WING | Administrative Service (AdS)  | 1 unit capable of colored print out |
|            | Policy Formulation, Project Evaluation and Monitoring Services (PFPEMS) | 1                                   |
|            | Project Development Monitoring Facility Services (PDMFS)                | 1                                   |
| SOUTH WING | Office of Executive Director (OED)                                      | 1                                   |
|            | Office of Deputy Executive Director (ODED)                              | 1                                   |
|            | Legal Service   | 1                                   |
|            | Project Development Service   | 1                                   |
|            | Capacity Building and Knowledge Management Services                     | 1                                   |
| TOTAL      |   | 8                                   |