



## Request for Quotation (RFQ)

Date: April 14, 2021  
 Quotation No. RFQ2021-04-011 GAA

|  |  |
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| REQUISITIONING OFFICE/END USER   | CHED-AFMS  |
| APPROVED BUDGET FOR THE CONTRACT (ABC)   | <b>Six Hundred Seventy Nine Thousand Pesos (P679,000.00)</b> |
| FUNDING SOURCE   | GAA FUNDED   |
| <b>COMPANY NAME:</b><br><b>ADDRESS:</b><br><b>TEL NO. / FAX NO:</b><br><b>CONTACT PERSON:</b>  |  |
| <p>Please quote your lowest government price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your <b>SEALED</b> quotation duly signed by your representative not later than <b>April 20, 2021 at 12:00 PM</b> at the Bids and Awards Committee, G/F Higher Education Development Center (HEDC) Bldg., C.P. Garcia Avenue, U.P. Diliman, Quezon City. For more information please call the BAC Secretariat at telephone no: 8441-1171/8441-8910.</p> |  |

**TERMS AND CONDITIONS:**

1. All Entries must be typewritten or legibly written.
2. Delivery Period **9 months** upon receipt of the approved funded Catering Agreement/Purchase Order/Job Order Contract/Contract whichever is applicable.
3. Statement of Compliance (RFQ Form) must be accomplished and duly signed by the bidder.
4. Price validity shall be for a period of sixty (60) calendar days.
5. **Supplier must have a Bank Account for the payment**
6. **Supplier shall submit together with the RFQ the following:**
  - 6.1 PhilGEPS Registration No./Organization No.
  - 6.2 Mayor's/Business Permit (Complete Set)
  - 6.3 Omnibus Sworn Statement (Amended per GPPB Resolution No. 16-2020, dated 16 September 2020)
  - 6.4 Income/Business Tax Returns (2019) duly acknowledged/machine validated by Bureau of Internal Revenue (BIR)

| Unit | ITEMS AND DESCRIPTION  | QTY | Statement of Compliance<br>(State "Comply" or "Not Comply") | UNIT PRICE | TOTAL AMOUNT |
|------|--|-----|---|------------|--------------|
| Lot  | Rental of Seven (7) Units Black and White Photocopying Machines for Nine (9) Months (April to December 2021) |     |   |            |              |
|      | Photocopying Machine: Black and White (7 units Monochrome)   |     |   |            |              |
|      | Technical Specifications:  |     |   |            |              |
|      | Heavy duty Multi-function machines (Copier, Printer and Scanner)   |     |   |            |              |
|      | A high-speed B/W with output of at least up to 36-45ppm  |     |   |            |              |
|      | Capable of network printing and scanning   |     |   |            |              |
|      | Digital Type, Automatic Electronic Sorter and Feeder with Back to back feature                               |     |   |            |              |

|  |   |  |  |  |  |
|--|---|--|--|--|--|
|  | Energy Efficient / Energy Saving features   |  |  |  |  |
|  | Locking Mechanism: Manual Key Lock, Coding Pin Lock/Password  |  |  |  |  |
|  | Multi-copy: 1-999 sheets  |  |  |  |  |
|  | Warm Up time: Less than 60 seconds  |  |  |  |  |
|  | With Automatic back to Back copying   |  |  |  |  |
|  | Reduction / Enlargement: 25-40%   |  |  |  |  |
|  | Accepted (feed) originals: A5 to A3   |  |  |  |  |
|  | Type: Console   |  |  |  |  |
|  | Paper weights: Top Tray, Middle Tray and Bottom Tray  |  |  |  |  |
|  | Full Color Display Panel  |  |  |  |  |
|  | Year Model must be within five (5) years from manufacturing date (2016)   |  |  |  |  |
|  | Scan Speed: Up to 70opm (original per minute)   |  |  |  |  |
|  |   |  |  |  |  |
|  |   |  |  |  |  |
|  | Other Features:   |  |  |  |  |
|  | The copying machines shall be maintained in satisfactory condition by the service provider without cost to the Commission   |  |  |  |  |
|  | Rate inclusive of 12% VAT   |  |  |  |  |
|  | Regular maintenance check-up shall be conducted by the service provider on all machines twice a month to ensure continuous uninterrupted utilization/operation. Servicing shall be done during regular working hours only |  |  |  |  |
|  | Automatic deduction of two percent (2%) spoilage from monthly billing of copies reproduced.   |  |  |  |  |
|  | Cost of repair and maintenance of the machines shall be for the provider's account  |  |  |  |  |
|  | Orientation for all end-users upon delivery, for actual demonstration and familiarization on the features and operation of the machines shall be done by the service provider free of charge.                             |  |  |  |  |
|  | The provider shall waive installation cost, security charges and other additional charges imposed on rental of copying machines   |  |  |  |  |
|  | One (1) on-call technician to repair defective machines. Response time shall be repaired within 24 hours and shall be replaced with another unit (if unrepairable) in the next 24 hours                                   |  |  |  |  |
|  |   |  |  |  |  |
|  | Basis of computation of the   |  |  |  |  |

|  |   |  |  |  |  |
|--|---|--|--|--|--|
|  | financial bid shall be per copy:  |  |  |  |  |
|  | Total no. of copies = 679,000   |  |  |  |  |
|  |   |  |  |  |  |
|  | <b>PLEASE DOWNLOAD THE ATTACHED ASSOCIATED COMPONENT (REQUEST FOR QUOTATION FORM)</b> |  |  |  |  |
|  | <b>Mode of Payment: Send Bill</b>   |  |  |  |  |
|  |   |  |  |  |  |

Request for Quotation No. **RFQ2021-04-011 GAA**

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices note above.

\_\_\_\_\_  
Signature over Printed Name / Date

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Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of submission
2. Compliance with Technical Specifications
3. Price

The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order (P.O.) after evaluation by the Bids and Awards Committee (BAC).

**PhilGEPS INFORMATION:**

PhilGEPS Solicitation No. **RFQ2021-04-011 GAA**

Reference No.

Published Date: **April 14, 2021**

Closing Date: **April 20, 2021 – 12:00 PM**

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. ***[Select one, delete the other:]***

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. ***[Select one, delete the other:]***

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. ***[Select one, delete the rest:]***

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or delivery any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or

abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]