

PR# 2024-0640

February 23, 2024
Date

REQUEST FOR QUOTATION
2024-309
(SVP)

INSTRUCTIONS:

1. Bidders are required to read the instructions and fill all the blanks properly.
2. Prospective Bidders/Suppliers may submit their own canvass form in accomplishing their bid proposals/quotations subject to the condition that the DARFO VI official RFQ form shall be filled up (with offered brand, unit price and total price), signed properly and attached together with the Bidder's/Supplier's own canvass form. (Please write legibly)
3. Any erasure or alteration in the unit and/or total price shall render the offer of the supplier invalid.
4. Any specifications other than those required/stated in this form shall not be considered in the evaluation of bids.
5. Quotation(s) must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
6. The brand name/model of the offered item(s)/product(s) or services must be indicated, if applicable/required.
7. Sealed Quotation(s) / Proposal(s) shall be manually submitted to DA Western Visayas, BAC Secretariat Office, RCPC Building, DA-WESVIARC., Brgy. Buntatala, Jaro, Iloilo City with the **Name of Supplier, PR Number, and Deadline for Submission.**
8. **DEADLINE FOR SUBMISSION OF BIDS: March 1, 2024 at 1:00 pm.**
9. Price quotation(s) submitted shall be valid for a period of 9 months reckoned from the deadline for submission of quotations.
10. Awarding shall be done for the whole lot. Partial bids shall not be allowed.
11. Terms of payment: within 15 days after inspection and acceptance and shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility. Bank Transfer fee, if any, shall be charged against the creditor's account.
12. Delivery period: April to December 2024
13. Delivery point: DA WESVIARC, Buntatala, Jaro, Iloilo City
14. The period of submission of the following documents are as follows:

Document	Submission Period*
Certified True Copy of Valid Mayor's/Business Permit	Should be submitted upon submission of Request for Quotation
Certified True Copy of PhilGEPS Registration Number (Red or Platinum)	
Omnibus Sworn Statement (for ABC above Php 50,000.00)	
Income Tax Return (for ABC above Php 500,000.00)	

15. Non-receipt of a Notice of Award within a period of 30 calendar days from the deadline of the submission of the RFQ is presumed that this offer is non-responsive.

PR No. 2024-0640
Solicitation No. 2024-215

ABC: Php729,000.00

End-User: INGEMAR G. BAUTISTA
Contact No.: 337-6006

Quantity	Unit	Item Description	Brand Name /Model Offered	Unit Price	Total
		Procurement of supply and delivery of photocopier rental services			
80,000	Copies/month	Rental of nine (9) units photocopier machines assigned at the General Services Office, HRMO, Cashier, Budget, Accounting, Procurement Service Office (2), AMAD, and PMED for the month of April to December 2024			
		General Specifications: Multi-function printer/copier/full color scanner Copy resolution: 600 x 600dpi Memory capacity – 2GB HDD-250 GB Original type – sheet, books, objects First copy time – 5.3 sec Copy speed – 36 pages per minute Copy magnification – zoom-25 to 400% (in 0.1% increments) Paper capacity – Standard 2 universal Trays – 500 sheets – Multi bypass tray – 100 sheets (up to A3) Maximum Original Size – A3 (297 x420mm) Output size – A3-A6 or 11” x 17” Multiple copy – 1 to 9,999 sheets Power requirements - AC220 – 240V 76.3A (50 to 60 Hz) Max power consumption – 1.5 kW or less Warm up time: 20 sec or less Scanning speed – 45 opm Inclusions:			

		Free consumables & spare parts (uses toner TN323) Free operator's training Free lifetime service guarantee Free delivery & installation			
		TOTAL			

For the Bids and Awards Committee:

ATTY. ROLIN M. ASUNCION
 Head, BAC-Secretariat

DA WESTERN VISAYAS
 Bids and Awards Committee
 WESVIARC, Hamungaya,
 Jaro, Iloilo City

SIR / MADAM:

In connection with the above request, I/we submit our quotation indicated above. I/We have carefully read and fully understood the minimum requirements and agree to furnish and/or deliver in conformity with the specifications any or all said articles described above within the date stipulated herein.

 Signature over Printed Name

 Registered Name of Company

 Tax Identification Number
 (Indicate VAT or non-VAT registered)

 Address

 Contact number(s)

 E-mail Address

 Banking Institution

 Branch

 Account Name

 Account Number

 Date Accomplished