



Republic of the Philippines
PHILIPPINE RETIREMENT AUTHORITY
29/F BDO Towers Valero, (Formerly Citibank Tower),
Paseo de Roxas, Makati City

REQUEST FOR QUOTATION

Date: November 22, 2024
RFQ No.: 11 – 2024 – 147

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (**required**): _____

The **Philippine Retirement Authority (PRA)**, through its Bids and Awards Committee (BAC), intends to procure **PROCUREMENT OF DIGITAL MULTIFUNCTION COPIER WITH NETWORK PRINTING (2 UNITS)** through **Section 53.9 SVP** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit/send your duly signed quotation through email addressed to the Bids and Awards Committee (BAC) Chairperson on or before **04:00 PM** of **25 NOVEMBER 2024** subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Atty. Maria Milagros R. Lisaca
Chairperson, Bids and Awards Committee
29/F BDO Towers Valero, (Formerly Citibank Tower) Paseo de Roxas, Makati City
Telephone No.: (02) 8848-1412 to 14

Or through email: ruby.abriol@pra.gov.ph

Interested service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a) Mayor's Permit
- b) Certificate of Registration
- c) PHILGEPS Certificate

The Head of the Procuring Entity (HOPE) of the PRA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8848-1412 to 14 local 2017 or email address at ruby.abriol@pra.gov.ph

(Digitally Sgd.)
Atty. MARIA MILAGROS R. LISACA
Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at ruby.abriol@pra.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PRA 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PRA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. 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 supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **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 account of the supplier, contractor, or consultant.**
11. 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 PRA may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

<u>PROCUREMENT OF DIGITAL MULTIFUNCTION COPIER WITH NETWORK PRINTING (2 UNITS)</u>			
Minimum Technical Specifications		Offered Technical Specification/Service	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications as stated in the attached purchase request shall be rejected.			
<u>PROCUREMENT OF DIGITAL MULTIFUNCTION COPIER WITH NETWORK PRINTING (2 UNITS)</u>			
Technical Specification			
A. General Specifications:			
<u>Procurement of Digital Multifunction Copier with Network Printing</u> *** 2 UNITS ***		Price Per Unit 400,000.00	Price Estate Per Unit
*** PROJECT ESTIMATES ***			
<ol style="list-style-type: none"> 1. APPROVED BUDGET for the CONTRACT Eight Hundred Thousand Pesos only Php 800,000.00 2. QUANTITY – 2 UNITS 3. SOURCE OF FUND The ABC authorized for the Digital Monochrome Multifunction Printer 2 Units Project shall be sourced from the approved 2024, the corporate operating budget of the Authority. 			
*** TECHNICAL REQUIREMENTS – PRINTER SPECIFICATION ***			
Item	Item Name	Qty No.	Specification/ Particulars
01	DIGITAL MONO CHROME MULTI FUNCTION PRINTER with Network Printing	2 units	<ol style="list-style-type: none"> 1. Digital Copier with network printing, color scanning, & upgradable optional network Fax. 2. HYPAS (Hybrid Platform for Advanced Solution) solution platform Technology enables power customizations 3. Copy & print speed 50 copies per minute, A4 on monochrome. 4. Print resolution of 4,800 dpi equivalent x 1,200 dpi. 5. Warm-up time 17 seconds or less

		<p>and First Copy Time 3.6 seconds.</p> <p>6. Print size is from A6R up to SRA3 plus banner size.</p> <p>7. Standard memory capacity of 4GB RAM plus 64GB SSD and 320GB or 1 TB HDD.</p> <p>8. Paper capacity of two 500 sheets universal cassettes and 150-sheets multipurpose tray</p> <p>9. Maintenance Kit is up to 600,000 copies.</p> <p>10. Built-in Duplex Unit Management codes up to a maximum of 1000 password.</p> <p>11. Compatible with windows 7 or higher (32bit and 64 bit), Macintosh, Linux, Unix.</p> <p>12. Built-in Gigabit-Network, USB 3.0, four USB 2.0 host connection and NFC Tag</p> <p>13. Power Consumption copying/printing 600W</p> <p>14. Power supply 220V</p> <p>Warranty: 1-year warranty (parts & labor)</p>		
<p>*** <u>SUPPLIER/SERVICE PROVIDER QUALIFICATIONS AND REQUIREMENTS</u> ***</p> <p>Prospective supplier/service provider warrants that it shall conform strictly with the terms & conditions of the Terms of Reference for the Project.</p> <ol style="list-style-type: none"> 1. Prospective supplier/service provider warrants that it shall conform strictly with the terms & conditions of the Terms of Reference for the Project. 2. Prospective supplier/service provider must be an Authorized Serviced Center of the brand being offered for the last three (3) years up to the present. A current and valid certification as an authorized service center of the manufacturer shall be submitted as part of the technical components of its proposal. The said certification must be issued by the manufacturer directly in favor of the prospective supplier/service provider participating in the procurement. 3. The bidder must have a certified true copy of a valid certificate of 				

<p>distributorship/Dealership/Resellers of Professional Partnership with the distributor/manufacturer of the brand being offered.</p> <ol style="list-style-type: none"> 4. All components are brand new & should be factory installed with corresponding parts and numbers and verifiable via the web. 5. During bidding, each proponent must provide sample demonstration units to be used in the simulation testing and validation of equipment being offered to PRA. 6. The best offer within the estimated budget will be recommended. 7. The Prospective supplier/service provider must deliver the item on or before December 29, 2024 for the appropriation of the 2024 budget. <p style="text-align: center;">*** MAINTENANCE ***</p> <p>The Prospective supplier/service provider during the duration of the contract, shall provide the following:</p> <ol style="list-style-type: none"> 1. Response time within twenty-four (24) hours from the receipt of request thru telephone, fax or email from the authorized personnel Authority, 2. Quarterly Preventive Maintenance. 3. Installation and configuration upon delivery. 4. In case a machine would need repair and/or replacement due to ordinary wear and tear and will require pull out, the supplier shall provide a service unit. 5. Replacement of defective spare parts due to normal wear and tear shall be charged to PRA. 6. Must provide technical service through phone consultation. 7. The Prospective supplier/service provider shall provide technical training and user's manual. 8. The Prospective supplier/service provider shall respond with and provide both remedial and preventive maintenance for all units at no cost. 9. Provide RCA (Root Cause Analysis) after solving the problem. <p style="text-align: center;">*** DOCUMENTATION ***</p> <p>The winning bidder must submit the following:</p> <ol style="list-style-type: none"> 1. Subscription certificate of the project, indicating the duration. 2. Notarized Maintenance Agreement/Service Level Agreement. 		
<p style="text-align: center;">***TERMS OF PAYMENT***</p> <p>Mode of Payment: Government Procedure</p> <ul style="list-style-type: none"> - 100% Payment is inclusive of applicable taxes and fees within 30 working days upon delivery, inspection, and submission of documentary requirements and in compliance with the deliverables. 		
<p>PLEASE SEE ATTACHED TERMS OF REFERENCE</p>		
SCHEDULE OF DELIVERY		
<ul style="list-style-type: none"> - Delivery date must be within 30 calendar days upon receipt of Purchase Order (PO) and delivered at 29th Floor BDO Tower, Valero Condominium Corporation, 8741 Paseo De Roxas Bel-Air, Makati City. 		

Warranty		
- 1 YEAR (PARTS AND LABOR)		

<u>PROCUREMENT OF DIGITAL MULTIFUNCTION COPIER WITH NETWORK PRINTING (2 UNITS)</u>	
Approved Budget for the Contract Quantity	Total Offered Quotation (Inclusive of VAT)
One Hundred Twenty Thousand Pesos (Php 800,000.00)	In Words: <hr/> <hr/> <hr/> In Figures: <hr/> <hr/> <hr/>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es