



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7017475
Procuring Entity OFFICE OF THE PRESIDENT
Title RFQ / 20-05-0263 / PROCUREMENT OF SUPPLY, DELIVERY, POSITIONING, INSTALLATION, CONFIGURATION AND TESTING OF MULTI-FUNCTION COPIER MACHINE
Area of Delivery Metro Manila

Solicitation Number:	20-05-0263	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	5
Category:	Office Equipment Supplies and Consumables	Date Published	30/05/2020
Approved Budget for the Contract:	PHP 55,000.00	Last Updated / Time	30/05/2020 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	03/06/2020 17:00 PM
Client Agency:			
Contact Person:	Patricia Kaye Lorio Amate Presidential Staff Officer I Procurement Unit, Rm 123 Mabini Hall Bldg., J.P. L Malacañang Complex, San Miguel Manila Metro Manila Philippines 1005 63-2-87844286 Ext.4601 63-2-87844286 procurement_unit@malacanang.gov.ph		

Description

A) REQUEST FOR QUOTATION

1. 1 lot Supply, Delivery, Positioning, Installation, Configuration and Testing of Multi-Function Copier Machine Multi-Function Device (Copy, Print, Scan) upgradeable with Fax Function (Optional)

Hardware Inclusions:

2-Sided Automatic Document Feeder
 Duplex Kit and Collator
 Bypass 1 Multi-purpose Tray
 Walk-up USB Print/Scan Kit

Specifications:

Standard Configuration: Copier Machine, Digital Copier with Network Printing, Color scanning and upgradable with an optional network fax
 Technology: Laser

Copy and print speed (A4): 45 copies per minute, A4 B&W (Default)
Touch screen panel: 7-inch color Touch screen panel
Paper Size: A4 up to Legal Size
Standard memory capacity: Standard 4GB RAM + 160GB-320GB HDD Standard
Paper Capacity: 500 sheets x 1 tray and 150 sheets-sheets multi-purpose tray
Output tray: 250 sheets
Document processor: Built-in 60-sheets capacity
Duplex unit: Duplex unit with built-in collation and sorting
Compatibility: compatible with windows, macintosh, Linux, and unix
Interface: USB 2.0, Ethernet, USB Host, NFC Tag, WiFi Direct Option
Scan Function: Scan to SMB/Email/FTP/USB/Host/Box,Network TWAIN SCAN and WSD Scan
Power consumption copying/printing:
1.1 kW or less (AC220 V +/- 10%)
Sleep Mode: 1.3 W or less (AC220 V +/- 10%)
Ready Mode: 82 W or less (AC220 V +/- 10%)

Support:

M-F / 8 hours (on-line / on-phone support)
Within 2 hours from alert (on-call repair/on-site)
Cut-off at 2:00 P.M – Next Business Day priority
After-Sales Support: Training & Monthly Preventive Maintenance

Delivery Period:

Within 30 days from date of NTP/PO
One (1) Year on Parts and Lifetime on Service
Price quoted is in the Philippine Peso and inclusive of VAT

B) USE COMPANY LETTERHEAD FOR YOUR QUOTATION & ADDRESS TO:

DIR. JAMES JUPER B. AGUILAR
Head, Procurement Unit
Office of the President
M-123 Mabini Hall, J.P. Laurel St.,
Malacañang Complex,
San Miguel, Manila

Tel. No. (02) 8554-8600 or 8784-4286 local 4601 or 8238

Fax No. (02) 8554-8600 or 8784-4286 local 4709

Email Address:

procurement_unit@malacanang.gov.ph

C) ELIGIBILITY DOCUMENTS MUST BE ATTACHED TO THE QUOTATION

1. Latest/updated/valid PhilGEPS Registration Certificate
2. Latest/valid Mayor's Permit (Attach compliance to the conditions of the permit)
3. Income / Business Tax
4. Omnibus Sworn Statement (Original Copy- Upon Award)

Note:

- Kindly Attach the Complete Eligibility Documents to Avoid DISQUALIFICATION.
- Include the BACK PAGE OF THE MAYOR'S/BUSINESS PERMIT if Available
- Scan the Documents in a manner that the entries are legible/readable.

D) INDICATE IN YOUR QUOTATION THE FOLLOWING

1. Terms of Payment:
2. Warranty:
3. Place of Delivery:
4. Delivery Period:
5. Price Validity Period:
6. Stock Availability:
7. Certificate of Exclusive Distributorship, if any
8. Specify Brand
9. TIN

Created by Patricia Kaye Lorio Amate

Date Created 29/05/2020

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