



Republic of the Philippines
Department of Agriculture
AGRICULTURAL CREDIT POLICY COUNCIL
28/F One San Miguel Avenue (OSMA) Bldg.,
San Miguel Ave cor Shaw Blvd.,
Ortigas Center 1605 Pasig City
Tel. Nos. 8634-3320 to 21; 8634-3326/
Fax Nos. 8634-3319; 8584-3861



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Date: January 22, 2024
RFQ No. 2024 - 004

REQUEST FOR QUOTATION (RFQ)

The Agricultural Credit Policy Council (ACPC) through the Bids and Awards Committee (BAC), intends to procure:

1-YEAR RENTAL OF DIGITAL HEAVY-DUTY COPIER MACHINE

Approved Budget for the Contact : PhP 180,000.00
Purchase Request/s No : 2024-01-023
Mode of Procurement : NP-Small Value Procurement (Sec. 53.9)

Interested bidders/supplier of known qualifications are hereby invited to submit quotation signed by its authorized representative at the below address and/or thru email to the following addresses:

Agricultural Credit Policy Council
28F One San Miguel Ave. Building, San Miguel Ave.
cor. Shaw Blvd., Ortigas Center, Pasig City
procurement@acpc.gov.ph

Rachel A. Bustamante
Head, BAC Secretariat

Supplier who will submit proposals with the Lowest Calculated quotations shall be selected. A copy of below list of requirements shall be submitted on or before **January 29, 2023 (Monday), 5PM.**

Documentary Requirements:

1. Mayor's/Business Permit (*in case of expired permit, submit a copy of recently expired permit and Official Receipt as proof of renewal*)
2. PhilGEPS Registration Certificate
3. Notarized Omnibus Sworn Statement

INSTRUCTION TO SUPPLIER

- Submit your quotation using the prescribed **Quotation Form** (Annex A of the RFQ).
- Accomplish the Quotation Form and do not alter the contents of the form in any way.
- Non-compliance with the submission of the **accomplished prescribed/standard Quotation Form** and **Documentary Requirements within the prescribed deadline** shall automatically be disqualified.

Very truly yours,

MSCasuga (Jan 23, 2024 05:33 GMT+8)

DIR. MAGDALENA S. CASUGA
BAC CHAIRPERSON

Rachel Bustamante (Jan 22, 2024 21:27 GMT+8)

QUOTATION FORM

Name of Company : _____
Address : _____
Contact Person : _____
Contact Number : _____
Email address : _____

After having carefully read and accepted the Terms and Conditions of this RFQ specified Annex B, hereunder is our quotation/s for the item as follows:

<u>1-YEAR RENTAL OF DIGITAL HEAVY-DUTY COPIER MACHINE</u> <i>(ABC: PhP 180,000.00)</i>						
Item	DESCRIPTION	Qty	Unit	Approved Budget for the Contract (ABC)	Unit Cost	Total
1	Digital Heavy-Duty Copier Machine Duration: February 2024 – February 2025	1	unit			
2	Digital Heavy-Duty Copier Machine Duration: March 2024 – March 2025	1	unit			
	TERMS OF REFERENCE (Attached in Annex C)					
	<i>** Nothing Follows**</i>					
	<i>(Price Proposal must be VAT Inclusive)</i>				TOTAL COST	

I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name

Position and Designation

Date



TERMS AND CONDITION**I. VALIDITY OF PRICE QUOTATIONS AND OTHER IMPORTANT REMINDERS**

- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies Payable.
- Price validity shall be valid for a period of thirty (30) calendar days from the date of submission.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for equipment, three (3) years for IT equipment from date of acceptance by the end-user.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- The bidders are required to submit brochures, pictures and technical data pertaining to the brand and model of the item being offered.
- In case two or more bidders are determined to have submitted the Lowest Calculated Quotation, ACPC shall adopt a tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- Award of Contract shall be made to the supplier/bidder with the lowest quotation and who has complied with the minimum technical specifications and other terms and conditions stated herein.

II. DOCUMENTARY REQUIREMENTS

The following Eligibility Requirement must be submitted along with your quotation:

- a. Mayor's/Business Permit
- b. PhilGEPS Registration Certificate
- c. Omnibus Sworn Statement

III. DELIVERY SCHEDULE AND ACCEPTANCE

- Delivery period must within 15 days upon receipt of Purchase Order.
- The items shall be delivered according to the requirements specified herein.
- ACPC shall have the right to inspect and/or to test the goods to confirm their conformity to the specifications. Supplier shall, within 3 calendar days from notice, replace all defective items at no cost to the ACPC.

IV. PAYMENT TERMS AND LIQUIDATED DAMAGES

- Payment shall only be processed after the submission of billing statement/invoice and upon completion of delivery of all services listed in the Purchase Order/ Contract as well as upon inspection and acceptance of the goods by the end-user.

PAYMENT DETAILS:	
Banking Institution:	
Account Number:	
Account Name:	
Branch	

- 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.

V. DEADLINE OF SUBMISSION

- Quotations duly signed by the supplier's authorized representative should be submitted to the BAC Secretariat not later than **January 29, 2023 (Monday), 5PM** through a sealed envelope at the ACPC office in 28F One San Miguel Ave. Building, San Miguel Ave. cor. Shaw Blvd., Ortigas Center, Pasig City or through email. Quotations submitted after the said deadline shall not be accepted and considered. Any erasures or overwriting shall be valid only if these are signed or initialed by the bidder or his/her authorized representative/s.

I hereby declare that I understand and acknowledge the terms and conditions listed.

Signature over Printed Name

Position and Designation

Date



TERMS OF REFERENCE (TOR)

I. SCOPE OF WORKS

The rental services shall include the following:

- a. The Service Provider shall supply/deliver and install the two (2) units copying machine and its accessories;
- b. In the event of faulty equipment or when the equipment needs repair, the Service Provider must provide on-call services technicians to pull-out and provide a replacement or service unit within the next business day from receipt of an official request. The replacement unit or the service unit must have the same specifications or higher than the original unit;
- c. Provision of two (2) months reserve supply of consumables from the start delivery of copier machine;
- d. The Service Provider shall deliver the consumables, such as toner (Eco-friendly toner or equipment), drum, developer, roller, etc. at no cost within 24 hours upon official request by the General Services Section (GSS), thru telephone, mobile phone, fax or e-mail. All consumables shall be branded or brand new (not refills);
- e. The Service Provider shall, in a monthly basis, deploy certified technicians for the maintenance of the copier machine to conduct regular inspection such as calibration and adjustment.
- f. The Service Provider must conduct a training to personnel assigned to operate the copier machine;
- g. Any offer for added features, materials, and/or services shall be at no additional cost to ACPC.
- h. Installation of copier machine at:
 1. 25F ACPC Office (GSS area)
 2. 28F ACPC Office (FRD/ADD area)

II. TECHNICAL SPECIFICATIONS

Rental of Two (2) units Heavy-duty Copier Machine

- Brand New Heavy duty units Printer/Scanner/Copier
 - Multi-function printer/copier/color scanner
 - Multiple copy: at least 1-999 continuous copying
 - Automatic Document Feeder
 - Printer Resolution: At least 1800 x 600 dpi
 - Copy/Scan: 600 x 600 dpi
 - At least 30 pages per minute Black and White Print/Colored, if any
 - Printable paper size: at least A5 to A3 copy size/max
 - Paper weight: Thick paper
 - Memory: Standard: 1GB
 - Display Panel: LCD
 - 10,000 copies per month with 2% for spoilage
 - Inclusive of consumable ink / toner and others
 - Monthly check-up, cleaning, and maintenance
 - Availability of on-call technician for repair services
- Duration: 1-year contract

III. QUALIFICATION REQUIREMENT

- a. The Service Provider must have engaged in the same business with government agencies for at least five (5) years or more;
- b. The Service Provider must secure a Certificate of Satisfactory Rating/ Result of the performance evaluation survey from their completed projects;

IV. MAINTENANCE AND TECHNICAL SUPPORT

- a. Expenses for the repairs and replacement of the parts of machine shall be at the cost of the service provider.
- b. On-call support shall be made available within 24 hours from the time of request but only during working hours, Monday to Friday.

V. TERMS AND CONDITION

- a. Delivery and installation of two (2) unit's copier machine shall be completed within 15 days from the receipt of the Purchase Order (PO).
- b. Payment shall be made on a monthly basis for twelve (12) months, subject to submission of documentary requirements as follows:
 - State of Account showing actual copies within Estimated Copy Volume (ECV) for contract and additional copies in excess of ECV, and;
 - Meter Reading received by GSS
- c. No subcontracting shall be allowed for the entire project.

VI. TERMS OF PAYMENT

Payment shall be processed within thirty (30) calendar days upon receipt of necessary attachments. Bank transfer fee shall be charged against the supplier's/creditor's account, if any.

I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name

Position and Designation

Date

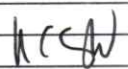
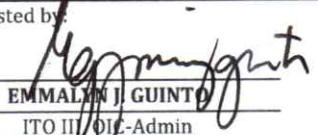
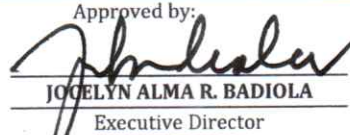




PURCHASE REQUEST

Entity Name: ACPC

Fund Cluster: _____

Office/Section: <u>GSD</u>		PR No.: <u>2024-01-023</u>		Date: <u>1-15-2024</u>	
		Responsibility Center Code: _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	units	Rental of Heavy-duty Copier Machine	2	90,000.00	180,000.00
		- Heavy duty units			
		- Print/Scan/Copy			
		- Black and White Print/Colored, if any			
		- 2 Trays for A4 and Legal copy papers			
		- 10,000 copies per month with 2% for spoilage			
		- Inclusive of consumable ink / toner			
		- Monthly check-up and cleaning			
		- Availability of on-call technician for repair services			
		Duration: 1 year contract			
		Certification			
		This is to certify that the above items are included in the approved PPMP FY <u>2024</u> of <u>ADMIN-GSS</u>			
		(Year) (Division)			
					
		<u>Hanna Candy B. Gonzales-Estadilla</u>			
		Procurement Unit			
		Funds availability			
		<u>CYNTHIA Q. POLICIOS</u>			
		Chief Administrative Officer			
					180,000.00
Purpose: <u>Rental of copier machine for FY 2024</u>					
Requested by:			Approved by:		
Signature: 					
Printed Name: <u>EMMALYN J. GUINTO</u>			<u>JOCELYN ALMA R. BADIOLA</u>		
Designation: <u>ITO III, OIC-Admin</u>			<u>Executive Director</u>		