



PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT  
**Bids and Awards Committee**

**REQUEST FOR QUOTATION**

**Procurement Of Rental Services For Photocopier Machines For FY2023**

Date: November 08, 2022  
RFQ No.: **BAC-SVP-2022-003**

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_

Please quote your best offer for the item described below, subject to the Terms and Conditions provided hereof. Submit your quotation duly signed by you or your duly authorized representative and copies of the requirements in two (2) separate envelopes.

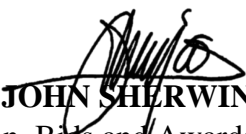
The first envelope shall contain the following:

1. Mayor's/Business Permit (stamped as "Certified True Copy");
2. PhilGEPS Registration/Organization Number (stamped as "Certified True Copy")
3. Latest Income/Business Tax Return (stamped as "Certified True Copy")
4. Notarized Omnibus sworn statement by the prospective bidder/supplier or its duly authorized representative as to the following:
  - 4.1 It is not blacklisted or barred from bidding by the government of the Philippines (GOP) or any of its agencies, offices, corporations or LGUs;
  - 4.2 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;
  - 4.3 It is authorizing the PCGG Chairman or its duly authorized representative and the BAC to verify all the documents submitted;
  - 4.4 The representative is duly authorized and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the bidder in the bidding with the duly notarized Secretary's Certificate attesting to such act, if the bidder is corporation, partnership, cooperative or a joint venture;
  - 4.5 Bidder's compliance to his responsibilities as provided in the Guidelines;
  - 4.6 Disclosure of No Relationship by consanguinity or affinity up to the third civil degree to the head of the PCGG, to the BAC members and its Secretariat, or to anyone who directly or indirectly took part in the bidding process.
  - 4.7 It 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 PCGG in relation to any procurement or activity.

Questions regarding the procurement will be discussed at the Pre-Bidding Conference scheduled on **November 22, 2022 at 9:30 AM** at the PCGG Salonga Conference Room. However, only one (1) representative per bidder shall be allowed to physically attend. Others may join through videoconference, the link of which shall be sent at least one (1) day before the proceedings.

The second envelope shall contain the duly accomplished Bid Form and signed Terms and Conditions.

Sealed quotations may be submitted or mailed to the **PCGG BAC Secretariat c/o ATTY. LAARNIE T. VELACHA**, at the Presidential Commission on Good Government (PCGG), IRC Building, 82 EDSA, Mandaluyong City with telephone number 8725-6967 on or before **December 5, 2022 at 9:30 AM** which shall also be the opening date.

  
**DIR. JOHN SHERWIN S. JAO**  
Chairperson, Bids and Awards Committee

**TERMS OF REFERENCE FOR THE PROCUREMENT OF RENTAL SERVICES  
FOR PHOTOCOPIER MACHINES FOR THE PRESIDENTIAL COMMISSION ON  
GOOD GOVERNMENT (PCGG) FOR FY 2023**

1. This procurement project is undertaken through the Early Procurement Activities (EPA) pursuant to GPPB Circular 06-2019.
2. The **Approved Budget for the Contract (ABC) is Php0.80 per copy**, inclusive of VAT and other applicable government taxes, chargeable against the General Appropriations for FY 2023. The billing shall be based on actual consumption.
3. The subject of the procurement is the **Supply for Rental Services of EIGHT (8) UNITS OF DIGITAL PHOTOCOPYING MACHINES for FY2023**, seven (7) of which shall be deployed at the PCGG at IRC Building, 82 EDSA, Mandaluyong, and one (1) unit at the Office of the Solicitor (OSG) located at 134 Amorsolo Street, Makati City. All units must have the following minimum technical specifications:

	Technical Specifications	Compliance w/ Tech. Specs. (Yes/No)
Type	Digital photocopying machine	
Speed	<b>Eight (8) units</b> with at least 36 ppm	
Stocking Cap.	1000-3000 sheets per machine	
Throughout Cap.	Legal size, A4, Letter, A3	
Feeder	2 sided automatic reversing feeder	
Others	With the following functionalities, including free use of installers <div>             1. Enlargement and reduction capacity             2. Automatic sorter/finisher             3. Network printing             4. Scanning with the following saving capabilities:             <div>               4.1 As text-searchable PDF files               4.2 Using USB with more than 2 GB capacity             </div> </div>	
Services	Free monthly service, parts and consumables.  Supplier must respond to the complains of the agency within 24 hours	
	With estimated monthly average consumption of <b>50,000 copies</b> , more or less.	

4. The pre-bid conference is on **November 22, 2022 at 9:30 AM** while the deadline for the submission and opening of bids is on **December 5, 2022 at 9:30 AM** at the PCGG Salonga Room, IRC Building, 82 EDSA, Mandaluyong City.
5. The bidder’s qualifications shall be stated in the Request for Quotation RFQ.
6. Bidders must provide correct and accurate information required in the RFQ.

7. Price quotation must be valid for a period of forty-five (45) calendar days from the date of submission.
8. Computation of Charges:
  - a) Rental Charges are computed from the date of complete installation as evidenced by the service provider's Delivery Receipt and/or Field Service Report acknowledged by PCGG or its representative.
  - b) At the end of each month, the service provider and PCGG's representative shall take the meter reading based on the main total counter of the equipment and compute the total number of copies made less two percent (2%) spoilage.
  - c) Unit copy charge is based on the number of the net copies reported monthly on the meter reading card.
9. Price quotation which must be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
10. Quotations exceeding the Approved Budget for the Contract shall be rejected.
11. Award of contract shall be made to the lowest quotation which complies with the technical specifications and other terms and conditions stated herein.
12. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative.
13. The PCGG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
14. Liquidated damages equivalent to one-tenth of one percent (0.001%) of the value of the goods/services not delivered within the prescribed delivery period shall be imposed per day of delay. The PCGG shall rescind 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.

Conforme:

\_\_\_\_\_  
Bidder's Name and Signature

Date: \_\_\_\_\_

BID FORM

Date: \_\_\_\_\_  
RFQ No.: **BAC-SVP-2022-003**

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Permit No.: \_\_\_\_\_  
TIN No.: \_\_\_\_\_  
PhilGEPS Registration/Organization No. : \_\_\_\_\_

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

	Technical Specifications	Compliance with Technical Specifications (please check)
Type	Digital photocopying machine	
Speed	Eight (8) units with at least 36 ppm	
Stocking Capacity	1000-3000 sheet per machine	
Throughout Capacity	Legal size, A4, Letter , A3	
Feeder	2 sided Automatic reversing feeder	
Others	With the following functionalities, including free use of installers <div>1. Enlargement and reduction capacity</div> <div>2. Automatic sorter/finisher</div> <div>3. Network printing</div> <div>4. Scanning with the following saving capabilities:<div>a. As text-searchable PDF files</div><div>b. Using USB with more than 2 GB capacity</div></div>	
	Free monthly service, parts and consumables. Supplier must respond to the complains of the agency within 24 hours	
Services	With estimated monthly average consumption of <b>50,000 copies</b> , more or less.	
Contract Term		12 months (Jan. 1, 2023 to Dec. 31, 2023)
Approved Budget for the Contract		<b>P0.80/copy</b>
Offer/Bid Price per copy (plus 12% VAT)		

CONFORME:

\_\_\_\_\_  
SIGNATURE OF COMPANY/AUTHORIZED REPRESENTATIVE  
  
\_\_\_\_\_  
NAME AND DESIGNATION (IN PRINT  
  
\_\_\_\_\_  
Date