



Coconut Industry Investment Fund – Legaspi Oil Company Inc.

REQUEST FOR QUOTATION

Date: SEPTEMBER 12, 2023

RFQ No.: LEG-HO-SVP23-0026

Company/Business Name : _____
Address : _____
Business/Mayor's Permit No. : _____
TIN : _____
PhilGEPS Registration Number (required): _____

The Coconut Industry Investment Fund – Legaspi Oil Company, Inc. (LEGOIL), through its Bids and Awards Committee (BAC), intends to procure the **ALL IN ONE PRINTER RENTAL (HEAVY DUTY)** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on **SEPTEMBER 21, 2023 @ 3 PM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
Copy of 2022 Mayor's or Business Permit	In case not yet available, you may submit your expired 2021 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
BIR Registration Certificate (BIR Form 2303)	
Annual Income Tax Return stamped received by the BIR	For items more than Php 500,000
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after award of contract but before payment

For any clarification, you may contact Ms. Mary Rose Jandi at telephone no. (02) 8892-7961 to 65 loc. 1168/ 09190695345 or email address at rjandi@ciif.ph

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 will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) All mandatory technical specifications (with asterisk) 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 rjandi@ciif.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 forty-five (45) 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 SPMC 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 SPMC. 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 upon delivery and submission of the required supporting documents, i.e., Purchase Order and 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 SPMC 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

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

ALL IN ONE PRINTER RENTAL (HEAVY DUTY)			
TECHNICAL SPECIFCATIONS/SCOPE OF WORKS	YES	NO	REMARKS
Quantity: 1 UNIT (BRAND NEW) HEAVY DUTY MULTIFUNCTIONAL COPIER/PRINTER (MONOCHROME) Duration: 12 Months Printing Volume Range: <ol style="list-style-type: none"> a. Black and White: Estimate number of free copies 12,000 copies/month b. Cost per page at approximately PhP0.60 per copy c. Payment Terms: monthly basis based on actual number of copies printed per month d. Allowable Spoilage: 1% Machine Specifications: <ol style="list-style-type: none"> a. Capable of wireless and cabled network printing and scanning with available online driver for ease of configuration and setup b. Capable of Back to Back Printing, Automatic / Electronic Sorting, Reverse Automatic Document Feeder (RADF, optional) and in good operating condition. c. Capable to print documents from Microsoft Office Applications and other applications/formats for documentary printing (e.g. JPEG, PDF, etc.). d. Compatible and able to support Windows 7 and/or higher OS. 			

<ul style="list-style-type: none"> e. Copies per minute: at least 30 pages per minute for both monochrome (black and white). f. Machine can be used as a scanner and printer with no additional cost for the need accessories/programs g. Scanned Document output files must be in TIF/JPEG/JPG and PDF format and can be saved/stored directly to desired location, network PC/Server/laptop, with Lightweight Directory Access Protocol (LDAP) Support h. Scan Mode: Scan to FTP, Scan to eMail, Scan to USB, etc. i. Magnification: 25% - 400% reduction/enlargement j. Supports User Box Specifications k. Power Requirement: 220-240 V/50/60 Hz max: <1,560 W (system) l. Must comply with the latest version of the International Energy Star requirements (currently version 2.0 for Imaging Equipment) m. With user instructions for green performance management n. Capable of using recycled content paper without voiding the manufacturer's warranty o. Capable of printing and scanning up to A3 paper size p. Atleast 3 trays <p>Maintenance Services:</p> <ul style="list-style-type: none"> a. Regular inspection and maintenance to keep the photocopying machine in good order. b. Regular supply/delivery of consumables regardless of operating time/number of copies free of charge c. Replacement of defective parts shall be free of charge. d. Supply Extra consumables monthly for buffer stocks e. On call customer service/technician who shall respond within 8 hours to service calls upon advice of the end-user, and replacement of defective parts within the next 24 hours. f. Availability and delivery of service unit after 48 hours in the event the machine breakdown. g. Replacement of service unit after five (5) consecutive breakdowns. <p>Installation Services:</p> <ul style="list-style-type: none"> a. Supplier's Representative/ Technician shall configure/setup the equipment to make it operational in the presence of representatives from the Administrative and Information Management Divisions. <p>. Supplier's Representative/ Technician shall conduct an orientation and basic troubleshooting to the representatives from the Administrative and Information Management Divisions.</p>			
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FINANCIAL OFFER

<p>Terms of Payment: Payment shall be made through Land Bank's within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.</p> <p>Payment Details:</p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name: _____</p> <p>Branch: _____</p>
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Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

ALL IN ONE PRINTER RENTAL (HEAVY DUTY)		
Approved Budget for the Contract: Php 184,800.00		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 UNIT		In Words: <hr/> <hr/> <hr/> In Figure: <hr/>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es