



**BIDS AND AWARDS COMMITTEE II**

Room 508, 5<sup>th</sup> Floor Mabini Building, DepED Complex, Meralco Avenue, Pasig City, Philippines

**Request for Quotation**

Date: **October 5, 2009**  
Quotation No. **RFQ-09-021-061**

**To all Eligible Suppliers:**

- I. Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative not later than November 5, 2009, at DepED Procurement Service, Rm. 508, 5<sup>th</sup> Flr., Mabini Bldg., DepED Complex, Meralco Ave., Pasig City. For more information please call DepED-PS at Telefax Nos.: 636-6543, 633-9343. **Prospective supplier shall be responsible to verify the quoted items from DepED – BEE at Telephone No. 637-4346.**

**(Sgd.) ARMANDO C. RUIZ**  
Chief Administrative Officer  
BAC II Vice Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	Statement of Compliance (State "Comply" or "Not Comply")	Brand/ Model	UNIT PRICE
1	<b>Multifunction Copier/Printer: 30 cpm/ppm (A4)</b> Branded & Brand new (Budget: P194,000.00) See <b>Annex A</b> for detailed specifications	1 unit			
2	<b>Multifunction Copier/Printer: 20 cpm/ppm (A4)</b> Branded & Brand new (Budget: P60,750.00) See <b>Annex A</b> for detailed specifications	1 unit			

▪ Bidder must submit brochure of each item quoted together with this quotation form.

**This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.**

Supplier's Company Name:		TIN No.:	
Address:			
Telephone No.:	Fax No.:	e-mail:	
Supplier's Authorized Representative Signature over Printed Name:		Date:	

## **II. Terms and Conditions**

### **A. Submission of Requirements**

1. Sealed quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) at Rm. 508, 5<sup>th</sup> Floor, Mabini Bldg., DepED Complex, Meralco Avenue, Pasig City, Philippines 1603.
2. Supplier shall submit the following requirements:
  - a. Duly signed Request for Quotation. Prices shall be quoted in Philippine Peso. Statement of Compliance must be accomplished by supplier.
  - b. Original Brochures of the items offered showing its performance characteristics or certifications, if applicable
3. For submission prior to Award
  - a. 1)Valid Mayor's Permit, 2)Tax Clearance Certificate, & 3)PhilGEPS Registration Certificate.  
Bidder's failure to submit such documents within the prescribed period shall be ground for disqualification.

### **B. Award**

The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.

### **C. Delivery**

1. Delivery of Goods shall be made within 7 calendar days from date of receipt of Purchase Order.
2. Deliverables shall be delivered to the Department of Education, DepED Complex, Meralco Avenue, Pasig City, Philippines, 1603 hereto defined as Project Site, costs to the account of supplier. Risk and title shall pass from the supplier to the purchaser upon receipt and final acceptance of the Goods at Project Site.
3. Upon delivery of the Goods to the Project Site, the supplier shall notify the Purchaser and present the following documents to the Purchaser:
  - i. Original and 4 copies of the Supplier's Invoice showing the Goods description, quantity, unit price, and total price.
  - ii. Original and 4 copies of Delivery Receipts
  - iii. Original Statement of Accounts
  - iv. Approved Purchaser Order
  - v. Warranty Certificate

For the purpose of these conditions, Purchaser's representative at the Project Site is Ms. Marites L. Ablay, Chief of the Property Division.

### **D. Evaluation of Quotations**

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Technical Specifications
3. Price

### **E. Instructions**

1. Supplier shall be responsible for the source(s) of its Goods/equipment, and shall make the deliveries in accordance with the schedule, and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier shall pick-up the purchase order issued in its favor within three (3) calendar days from date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Supplier. Thereafter, if the purchase order remain unclaimed, the purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from proposing or submitting substitute quotation(s) or item(s).
3. Supplier who accepted a purchase order but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in DepED or any of DepED units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.
5. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.
6. As a pre-condition to payment, Importation Documents specifically showing the conditions and serial numbers of the imported equipment purchased shall be submitted by the supplier to the Department of Education.
7. All transaction are subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

### **F. Packing**

The supplier shall provide such packing of the Goods appropriate to prevent their damage or deterioration during transit to the Project Site. Goods shall be packed in boxes with label identifying content and quantity per box, and other applicable packaging symbols with the name of the Purchaser.

### **G. Inspection**

1. All deliveries by suppliers shall be subject to inspection, and acceptance by the DepED Inspection Team and the end-user. All costs of the necessary laboratory tests undertaken by DepED on the Goods shall be to the account of suppliers.
2. For the purpose of this condition, Purchaser's representative at Project Site is Ms. Marites L. Ablay of the Property Division of DepED.

### **H. Liquidated Damages**

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Goods shall be charged as liquidated damages for every day of delay of the delivery of the purchased Goods.

### **I. Warranty**

Warranty shall be for a period of six (6) months for supplies and materials, and one year in case of equipment reckoned from date of acceptance of the Goods at Project Site.

### **J. Payment**

One hundred percent (100%) of the Contract Price shall be paid to the supplier after acceptance of the Goods at Project Site and submission of the documents provided under **C. Delivery**.

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in the RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from last day of submission indicated in the Submission Requirements. The corresponding Award on Purchase Order shall be accepted by us at any time before expiration of this period.

## ANNEX A: Detailed Specifications

<b>Multifunction Copier/ Printer</b>	Branded and Brand New
Copy/Print Speed	30 cpm/ppm (A4)
Resolution	600 x 600 dpi, Copying: 600 x 600 dpi, Scanning: 600 dpi
Zoom range	50% - 200%
Memory	32MB
Interface	(1) USB 2.0 and (1) Network Port (Fast Ethernet embedded print server)
Paper Size	A5 to A3
Duty Cycle	Up to 30,000 pages per month
Paper Capacity	Two (2) trays, Total 500 sheets
Warranty	2 years warranty for parts and onsite service
Scope of Work	Onsite Delivery, Setting-up, Installation, Configuration and Testing of the unit
Power requirements	220 volts
Others	With Duplex Automatic Document Feeder, With Drivers and Application Software CDs, (1) 6m of UTP cable with connectors

<b>Multifunction Copier/ Printer</b>	Branded and Brand New
Copy/Print Speed	20 cpm/ppm (A4)
Resolution	Print: 600 x 600 dpi, Scanning: 600 x 600 dpi
Features	Copying: Reduce or Enlarge 50% - 200%, Scanning: TIFF,PDF
Memory	8MB
Interface	(1) USB 2.0 and (1) Network Port (Fast Ethernet embedded print server)
Paper Size	A4, Legal, Letter
Duty Cycle	Up to 10,000 pages per month
Paper Capacity	Total 500 sheets
Client OS	Windows 2000, XP Home, XP Professional, Vista Home, Vista
Warranty	2 years warranty for parts and onsite service
Scope of Work	Onsite Delivery, Setting-up, Installation, Configuration and Testing of the unit
Power requirements	220 volts
Others	With Automatic Document Feeder, With Drivers and Application Software CDs, (1) 6m of UTP cable with connectors