



Republic of the Philippines  
MUNICIPALITY OF PINAMALAYAN  
Province of Oriental Mindoro

RFQ No. 2022- 77  
Date \_\_\_\_\_

**REQUEST FOR QUOTATION**

**(Supply and Delivery of Photocopying Machine: For official use in the Municipal Planning and Development Office)**

The Municipal Government of Pinamalayan hereinafter referred to as "the Purchaser", through its Bids and Awards Committee (BAC), invite interested parties to submit price quotation for the Supply and Delivery of Photocopying machine: For official use in the Municipal Planning and Development Office through Small value procurement (Sec. 53.9], IRR of R.A. No. 9184) with Approved Budget for the Contract (ABC) Seventy thousand pesos (P 70,000.00)

Item/Lot No.	Quantity	Units	Item Description	ABC
1	unit	1	<p>PHOTOCOPYING MACHINE GENERAL: Warm up Time: 31 seconds First output speed: 8.8 seconds Continuous output speed: 20 pages per minute Memory: Standard 256MB Dimensions (WDXH): 587X581X481mm Weight: 28.5kg Power source: 220-240V, 50/60 Hz COPIER: Copying process: Laser beam scanning&amp; electro</p> <p>Multiple copying: Up to 99 copies Resolution: Up to 600 dpi Zoom: From 50% to 200% PRINTER: Printer: Printer language: Standard GDI Resolution: 600dpi Interface: Standard USB 2.0 Option: Ethernet 10 base-T/100 base-TX (DDST Unit) Network Protocol: TCP/IP (IP v4) Windows@ Vista, Windows@7, Windows@ 8/8.1, Windows environments, Server 2003, Windows@Server 2003R2, Windows@Server 2008, Windows@Server 2008R2, Windows@Server, 2012R2 UNIX environments" OPEN SUSE (KDE &amp; Gnome); v12.1 Ubuntu (Unity); v12.04; RedHat@v6.0 Boss: v5 SCANNER: Scan speed: Colour: maximum 6 originals per minute B/W: Maximum 15 originals per minute Resolution: Maximum: 600 dpi Interface: Standard: USB 2.0 Option: Ethernet 10-base-T/100 base-TX (DDST Unit) File Format: TIFF, JPEG, PDF Bundled Drivers: TWAIN, SANE, Network TWAIN (Option) Scan to: E-mail/Folder (Option) PAPER HANDLING: Recommended paper size: Paper tray(s): A3, A4, A5, Bypass tray: A3, A4, A5, A6 Paper input capacity: Standard: 250 sheets Paper weight: Standard paper tray(s): 52-105g/m2 Duplex: 64-105 g/m2 ECOLOGY: Power consumption: Less than 950W Ready mode: 92W Sleep mode: 2.7W TEC (Typical Electricity Consumption): 1,480 W/h</p>	70,000.00

All items listed under the purchaser's specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements will result to rejection. Likewise, it is understood that Purchaser's specifications are minimum requirements. The Bidder/Supplier may offer higher specifications or additional items, if any.



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Procurement procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act).

It is the intent of the Purchaser to evaluate the quotation for each item/lot and compare it with other bids/quotation separately and recommend for contract award separately. Contract Award will be made to the lowest evaluated quotation, **per item/lot**, meeting purchaser's technical specifications.

Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA No. 9184, the supplier shall provide the following documentary requirements as a **condition for award** of the contract:

1. Mayor's Permit
2. Philgeps
3. Omnibus sworn statement

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked "Supply and Delivery of Photocopying machine: For official use in the Municipal Planning and Development Office (RFQ No. 2023-27)" and must be delivered/submitted on \_\_\_\_\_ at the BAC Secretariat Office, 2F Main Building, Municipal Compound, Pinamalayan, Oriental Mindoro.

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same.

The delivery period shall be within thirty (30) calendar days from receipt of the Purchase Order (PO). The supplier should inform the purchaser at least a day before the date of delivery. The delivery will be made only during working days and hours.


DELIVERY SITE: Municipal Planning and Development Office, Municipal Compound, Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro

The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.

The prospective supplier shall submit the following:

- a) Duly accomplished Quotation Form (*Annex A*); and
- b) Brochures of the items offered, if any.

The Municipal Government of Pinamalayan reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected supplier or suppliers. Municipal Government of Pinamalayan also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.

  
**CARLITO M. MEJICO, CPA, REB**  
Municipal Assessor  
BAC Chairperson