

REQUEST FOR QUOTATION

REFERENCE NO.: **MR19-06-105**

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT OF A SERVICE PROVIDER FOR THE ONE (1) YEAR RENTAL OF PHOTOCOPIERS FOR THE NATIONAL DEVELOPMENT COMPANY (NDC).**

Minimum Requirements :

1. Deliver and set-up photocopying machines at the designated areas within the NDC Building, with the following minimum machine requirements:

- One (1) unit Mid Volume Copier (approx. 10,000 copies per month)
- One (1) unit Mid-Low Volume Copier (approx. 3,000 copies per month)
- Two (2) units Low Volume Copier (approx. 1,000 copies per month)

Features:

- Digital photocopying
- Copying speed: Minimum 20 copies per minute (cpm)
- Copy size: Maximum A3 (11" x 17"); Minimum A5 (5 ½" x 8 ½")
- Copy Paper Feed: at least two (2) sheet trays
- Power Consumption: with power-saving features
- Enlargement and Reduction Capable
- Repair: Operational within 24 hours

Approved Budget : ₱ 180,000.00 (Inclusive of VAT)

Submission of Quotation and Eligibility Requirements : June 28, 2019

Method of Procurement : Small Value Procurement

Eligibility Requirements :

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. 2018 Income Tax Return or Latest Business Tax Return (certified true copy)
4. Omnibus Sworn Statement (Notarized)

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

BIDS AND AWARDS COMMITTEE
National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 840-4862
Attention: BAC Secretariat

Reference Number: MR19-06-105

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – Government Terms
2. Delivery Period – One (1) year

(Sgd.) AGM SATURNINO H. MEJIA
Chairperson, Bids and Awards Committee