

REQUEST FOR QUOTATION

REFERENCE NO.: MR21-12-150

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

Requirements	Qty.	Estimated Unit Price	Estimated Total Cost
SERVICE PROVIDER FOR THE ONE (1) YEAR RENTAL OF PHOTOCOPIERS FOR NDC.	1 lot		180,000.00
<p>Requirements:</p> <ul style="list-style-type: none">- 1 unit of Mid Volume copier (approx. 10,000 copies / month)- 1 unit of Mid-low volume copier (approx. 3,000 copies per month)- 2 units of Low volume copier (approx. 1,000 copies/month) <p>Features:</p> <p>Digital photocopying Copying Speed: minimum 20 copies per minute (cpm) Copy size: Maximum - A3 (11" x 17") Minimum - A5 (5 1/2" x 8 1/2") Copy paper feed: at least two (2) sheet trays Power consumption: with power-saving features Enlargement and reduction capable Repair: Operational within 24 hours</p> <p>Other Terms:</p> <p>In case of a government-declared work-suspension/ work stoppage due to pandemic, the minimum requirement previously mentioned shall not be applicable.</p>			
			₱ 180,000.00

Approved Budget : ₱180,000.00 (VAT Inclusive)

Mode of Procurement : Small Value Procurement

Submission of Quotation and Eligibility Requirements : January 12, 2022

Eligibility Requirements :

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. 2020 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: MR21-12-150

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

1. Terms of Payment - Monthly payment subject to submission of a Service Invoice/Statement of Account with a summary of the actual number of copies printed per NDC workgroup.
2. Delivery Period – One (1) Year

(SIGNED)

AGM SATURNINO H. MEJIA

Chairperson, Bids and Awards Committee