

REQUEST FOR QUOTATION

Date: March 05, 2025
RFQ No.: RFQ-2025-027

Company/Business Name:

Address:

TIN:

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure **Rental Services of Multi-Function Copier** thru **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 and your duly authorized representative not later than the deadline on **14 March 2025 at 08:00 A.M.**

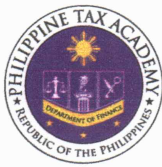
MA. LUISA M. NOTARIO
MA. LUISA M. NOTARIO
Director IV *new*

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)
unit	2	<p>Rental Services of Multi-Function Copier (One year rental)</p> <p>Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance</p> <p>Note: The following documents are also required to be submitted along with your quotation on the specified deadline above:</p> <p>1. Latest copy of Mayor's / Business Permit (in case of a recent expired mayor's/business permit, official receipt as a proof of renewal shall be submitted)</p> <p>2. PhilGEPS Registration Number</p> <p>3. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO)</p> <p>***Nothing Follows***</p>	₱ 87,240.00	₱ 174,480.00
		Total		₱ 174,480.00

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s above articles/merchandise.

Canvassed by:

Ray-ann V Sorilla
Administrative Officer V



Republic of the Philippines
Department of Finance
PHILIPPINE TAX ACADEMY
Roxas Boulevard corner Pablo Ocampo Sr. Street,
Manila 1004



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Canvassed by:



Ray-ann W. Sumilla
Administrative Officer V

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

Annex A

Technical Specifications	
Project Title:	Rental Services of Multi-Function Copier (One year rental)
Approved Budget for the Contract (ABC):	Php 174,480.00
<p><i>Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification".</i></p> <p><i>Statement of "comply" or any equivalent term must be supported by evidence in a Bidder's Bid and cross-referenced to that evidence (if applicable)</i></p>	
Specification	Bidder's Statement of Compliance
<p>Machine Type: Floor-standing Multifunction Printer</p> <p>Output: Black, Color</p> <p>Standard Functions: Print, Scan, Copy</p> <p>Print Speed: Color: at least 30 pages per minute Mono: at least 40 pages per minute</p> <p>Copy and Print Resolution: Up to 1200 x 2400 dpi</p> <p>Copy: up to 600 x 600 dpi</p> <p>Print: Up to 1200 x 2400 dpi</p> <p>Paper Sizes: Can print up to A3 size paper</p> <p>Paper Input Trays: at least with 4 trays</p> <p>Duplex Automatic Document Feeder:</p> <p>Scan: Scan to USB, Scan to network</p> <p>Duty Cycle: at least 100,000 copies per month</p> <p>Hard Drive / Processor / Memory: Minimum 250 GB HDD / 1.2 GHz Dual Core/ 2 GB system plus 1 GB page memory</p> <p>Connectivity: 10/100/1000 Base T- Ethernet, High-Speed USB 2.0 direct print</p> <p>Printer Display: LCD screen monitor</p>	<p><i>(specify brand name and model)</i> <i>(please fill-out)</i></p>

<p>Bidders must be able to provide the following services:</p> <p>1. With at least 5,000.00 free prints per month</p> <p>Excess Rate per Copy in addition to the monthly rental fee:</p> <p>a. Monochrome : 0.50 cents/copy b. Colored: Php 4.25/copy c. Scanned copies: Unlimited</p> <p>2. Twelve (12) months contract period</p> <p>3. Free use of brand-new multi-function-colored copiers</p> <p>4. Inclusive of preventive maintenance and technical support</p> <p>5. Free delivery and installation of machines and consumables</p> <p>6. Free back-up unit in case of prolonged repairs</p>	<p><i>(please fill-out)</i></p>
<p>Additional requirement:</p> <p>Submission of product brochure / manufacturer's un-amended sales literature / unconditional statements of specification and compliance issued by the manufacturer / samples / independent test data etc., as appropriate.</p>	<p><i>(please fill-out)</i></p>
<p>Delivery Schedule: Within 15 Calender Days upon receipt of P.O.</p>	<p><i>(please fill-out)</i></p>
<p><i>I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.</i></p>	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 30%; text-align: center;"> <p>_____</p> <p>Name of Company</p> </div> <div style="width: 30%; text-align: center;"> <p>_____</p> <p>Signature of Authorized Representative</p> </div> <div style="width: 30%; text-align: center;"> <p>_____</p> <p>Date</p> </div> </div>	

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 suppliers/service provider submits a filled-out RFQ with a supporting document (ie., 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 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 bacsec@doftaxacademy.gov.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 period of sixty (60) 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.** Award of Contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.

- 7.** The item/s shall be delivered according to the accepted offer of the bidder.

- 8.** Item/s delivered shall be inspected on the scheduled date and time of the Philippine Tax Academy. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

- 9.** 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.

- 10.** The PTA reserves the right to reject any or all quotations, waive any formality therein or to accept such quotations as may be considered most advantageous to the government.