




Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Brgy. Baras, Palo, Leyte

REQUEST FOR QUOTATION

Supply and Delivery of Photo Copier Machine with Automatic Document Feeder (ADF) for Official Use of (MVNP and LDNP)
P.R No. SVP 2022-05-71

1. The Government of the Philippines, through the **General Appropriation Act (GAA) for CY 2022** with mode of Procurement of Small Value Procurement with cost estimate of Php 160,000.00 intends to apply part of this fund to payments for the Supply and Delivery of **Photo Copier Machine with Automatic Document Feeder (ADF) for Official Use of (MVNP and LDNP)** which this Request for Quotation is issued.
2. **The Provincial Environment and Natural Resources Office** hereinafter referred to as the "Purchaser" Now requests you to submit price quotation for the supply and delivery of **Photo Copier Machine with Automatic Document Feeder (ADF) for Official Use of (MVNP and LDNP)** in Attachment 1.
3. A set of technical specifications for the items are provided in Attachment 2. All items listed under the Purchaser's Specifications must be complied with on a pass-fail basis. Failure to meet any one of the Requirements may result in rejection of the quotation.
4. Bidding procedures will be conducted in accordance with the provision of the Implementing Rules and Regulations (IRR) of Republic Act 9184 as amended.
5. It is the intent of the Purchaser to evaluate the bid/quotation for each item separately, and award will be made to the bid/quotation or combination of bids/quotations resulting in the overall lowest cost. Bid/quotation for one or more or all items will be considered. Contract award will be made to the lowest evaluated quotation(s) meeting purchaser's technical specifications.
6. Quotations must be delivered at the address below not later than _____ day of _____, **2022**.
Provincial Environment and Natural Resources Office Brgy. Baras, Palo Leyte
7. 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. Bids/quotations may be typewritten or handwritten and may be placed in a sealed envelope marked **Photo Copier Machine with Automatic Document Feeder (ADF) for Official Use of (MVNP and LDNP) (P.R. No. 2022-05-71)**.
8. Bidders are required to submit Order in the PHILGEPS' Documents Request List (DRL). Facsimile copy/ies will not be accepted unless the original hard copy of the bid proposals are submitted accepted on/or before the closing date and time specified thereto.
9. Bids/quotation shall be valid for sixty (60) calendar days from the deadline of submission of bids.
10. The delivery period shall be within **seven (7) calendar days** from receipt of the Purchase Order (PO). The supplier should inform the Purchaser (PENRO Leyte) at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.
**DELIVERY SITE : Provincial Environment and Natural Resources Office,
Brgy. Baras Palo, Leyte**
11. The applicable rate for the late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the contract 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 contract, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.
12. The Purchaser reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The Purchaser (PENRO Leyte) reserves the right to waive minor deviations /defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionality of the equipment and the capability of the supplier to perform the contract.
13. The prospective bidder shall submit the following:
 - a] Quotation Form
 - b] Technical Specifications
 - c] Proof of PhilGEPS Registration
 - d] Other Legal Documents (Business Permit, DTI, Income/Business Tax Return)
 - e] Omnibus Sworn Statement


Engr. **WINSTON N. SOLITE**
BAC Chairman
PENRO Leyte

QUOTATION FORM
Supply and Delivery of Photo Copier Machine with Automatic Document Feeder (ADF) for Official Use of (MVNP and LDNP)

Date : May 16, 2022

PR No. : 2022-05-71

The BAC Chairman

- 1) Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, we, the undersigned Offer to supply and deliver the following items (with our unit price and total price).

Item	Descriptions	Qty.	Unit	Unit Price	Total Price
1.	Photo Copier Machine with Automatic Data Feeder	2	Unit		
	<ul style="list-style-type: none"> • DIGITAL COPIER, PRINTER & COLOUR SCANNER • 21 PAGES PER MINUTE-COPY SPEED • A3 SIZE CAPABLE/ 23PPM SCAN SPEED • AUTOMATIC DOCUMENT FEEDER • AUTOMATIC BACK TO BACK • With AUTOMATIC DOCUMENT FEEDER (ADF) • 600 X 600 PRINT RESOLUTION • 512 MB MEMORY/ NO DEVELOPER • 20% - 400% MAGNIFICATION • ELECTRONIC SORTING/ROTATE COLLATE • 1- 999 MULTIPLE COPIES • BUILT -IN BYPASS TRAY UNIT • With Office and Service Center in Region 8 • LIFETIME FREE SERVICE with Free regular Monthly preventive maintenance check-up • 1 FREE TONER 				

2. We undertake, if our quotation is accepted, to deliver the above goods within the seven (7) - day delivery period from receipt of Purchase Order (PO).
3. We agree to abide by this quotation/bid for a period of sixty (60) days after the deadline of submission specified in your RFQ.
4. We understand that payment for items delivered will be made to the winning supplier after the inspection of and acceptance of goods delivered.

Name of Company: _____

Address: _____

Tel. & Fax Nos. : _____

Authorize representative: _____

Signature over printed name: _____

Designation: _____