



## REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **Lease of Photocopier for DBP Makati Branch**

SVP-2022-202

**Approved Budget for the Contract:** ₱54,000.00 inclusive of all taxes and other charges

1. Please quote your lowest price based on the attached specifications per Terms of Reference.
2. **Submitted quotations must be duly signed by the vendor's representative and must be sent to the BAC Secretariat not later than 05:00 P.M. of Monday 10 October 2022.**
3. All quotations must be inclusive of all taxes and other charges.
4. Kindly refer to the attached Terms of Reference (TOR).

### TERMS AND CONDITIONS:

1. All entries must be type written.
2. **All suppliers/vendors are mandated to register with the PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.**

3. Other documentary requirements for each vendor shall be as follows;

- Mayor's/Business Permit;

### AND

- (1) For suppliers/vendors whose representatives are the official signatory of the documents/requirements: **please submit a duly notarized Omnibus Sworn Statement**

### OR

- (2) For suppliers/vendors who will appoint or designate their duly authorized representative: **please submit the following notarized statements:**

(if the supplier/vendor is a <b>Sole Proprietorship</b> )	(if the supplier/vendor is a <b>Corporation</b> )
Duly notarized Special Power of Attorney	Duly notarized Secretary's Certificate
<u>AND</u>	<u>AND</u>
Duly notarized Omnibus Sworn Statement	Duly notarized Omnibus Sworn Statement

\*For inquiries, you may reach the BAC Secretariat on the contact nos. provided below:

### DBP Bids and Awards Committee Secretariat

6/F Operations Sector, DBP Head Office  
Sen. Gil J. Puyat corner Makati Avenues, Makati City  
(+632) 818-9511 to 20 local 2610 or 2606  
email: [bacsecretariat@dbp.ph](mailto:bacsecretariat@dbp.ph)



75 YEARS OF BANKING  
FOR THE COUNTRY.

DEVELOPMENT BANK OF THE PHILIPPINES  
Head Office: Sen. Gil J. Puyat Avenue corner  
Makati Avenue, Makati City, Philippines

## TERMS OF REFERENCE RENTAL OF PHOTOCOPIER

### A. Objectives

Delivery of one (1) unit of copying machine to be used by Makati Branch for duration of one (1) year from the Issuance of Notice to Proceed/Deliver.

### B. Computation of Approved Budget for the Contract (ABC)

The monthly average cost of printing documents is amounting to Php 4,500.00.

#### **Approved Budget for the Contract:**

Php 4,500.00/month x 12 mos. = Php 54,000.00

### C. Service Specification

Bidders should be capable of providing one (1) unit of copying machine with the following features/capabilities:

- Scanning
- Printing (black and colored)
- Automatic back to back copying
- Automatic and manual enlarger/reducer
- Automatic document feeder
- Automatic power saving devices
- Low noise and low emission
- Toner (Powder Base)
- Majority of trays are calibrated to A-4 size
- Bypass Tray
- Speed requirement of 35 copies per minute

### D. Location

One (1) unit of copying machine shall be deployed in DBP Makati Branch located at G/F Lasala Bldg. II, Lot 12, Block 1, F. Zobel St., Brgy. Poblacion, Makati City, Philippines.

### E. Scope of Services

1. Rental period of photocopying machine shall be for one (1) year. Delivery shall be made ten (10) calendar days after the signing of the contract to allow for installation training/test run period.
2. The copying machine shall be maintained in satisfactory condition without cost to DBP. A regular monthly maintenance check-up, or whatever is necessary, shall be conducted on the machine to ensure its continuous or uninterrupted utilization/operation. Cost of repair and maintenance of the machines shall be for the account of the winning bidder.
3. Except for the copy paper, all supplies/consumables/spare parts for the use/repair and upkeep of the copying machine shall be for the account of the winning bidder.
4. Upon delivery, actual demonstration and familiarization on the features and operation of the machine shall be conducted by the winning bidder for the benefit of the different personnel of the Branch.



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5. To ensure immediate repair of machine, the winning bidder shall observe the maximum response time of four (4) hours from the time the Bank has made its request for machine service during regular working days.

**F. Charges/Payment**

1. Rental shall be based on actual monthly consumption. Rate shall be inclusive of VAT and shall be subject to withholding tax in accordance with BIR regulations.
2. A 2% spoilage shall be deducted from the bill for scrap papers caused by the technical malfunction of the machine.
3. The winning bidder shall bear the installation cost and other additional charges that may be imposed on rental of copying machine.