



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

FERTILIZER AND PESTICIDE AUTHORITY

FPA Bldg. B.A.I. Compound Visayas Ave. Diliman, Quezon City P.O. Box 2582, Q.C.
Tel. Nos. 920-8173*920-8573*922-3368-441-1601
E-mail add: fpacentral77@gmail.com Website: <http://fpa.da.gov.ph>

February 22, 2016

Solicitation No.: RFQ-2016-02-002

REQUEST FOR QUOTATION

The Fertilizer and Pesticide Authority, through its Bids and Awards Committee (BAC), invites interested parties for the:

One Year Rental Services of Four (4) Units of Digital Multifunctional (3-in-1) Copier

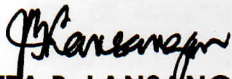
Approved Budget for the Contract: Php 250,000.00

Technical Specifications:

1. The copier machine must have scanning, printing and copying functions. Accessory such as paper sorter must also be provided.
2. All consumables and replacement parts of the machine must be provided by the service provider for the entire contract duration.
3. Minimum of twenty thousand (20,000) copies for four (4) units of copier machine will be covered by the contract. In case of exceedance in the set of minimum copies, the service provider must charge the FPA an amount not exceeding to P 0.70 per copy.
4. Specify also how many number of copies per minute and speed of sorter.
5. The service provider must conduct hands-on training to the assigned FPA personnel who will be in-charged in the proper machine maintenance and minor trouble shooting upon delivery and installation.
6. The service provider must conduct regular check-up and after sales support services. In case of machine malfunction, the service provider must fix the machine within 24 hours or replace it within 48 hours.
7. The duration of contract is one year.

Terms and Conditions:

1. Quotations received in excess of the ABC shall be automatically rejected during its Opening.
2. Quoted prices shall have a validity period of **thirty (30) days** from the date of the submission of quotation.
3. Suppliers must preferably submit a **duly accomplished and signed Price Quotation** and copy of **PhilGEPS Registration Certificate** to the FPA-BAC.
4. Suppliers must preferably have a Landbank account relative to the adoption of checkless payment or Direct Payment Scheme. In case other commercial bank will be used, it will be subjected to the corresponding charges to be debited from payment transaction.
5. All quotations must be submitted to the FPA-BAC Secretariat through **Ms. Maria Belinda N. Cruz or Ms. Jane S. Apostol**. Deadline of submission of quotation is on **March 2, 2016, 5:00 pm**.
6. All quoted items must be VAT inclusive.
7. Interested suppliers may obtain further information from the BAC Secretariat at the above address or at **927-3647** and **920-8449** during office hours (8:00 am – 5:00 pm) or through e-mail at fpa_bac@yahoo.com.ph.
8. FPA-BAC reserves the right to accept or reject any quotation, annul the procurement process and reject all quotations at any time prior to the award of the purchase order without hereby incurring any liability to the affected service provider.



JULIETA B. LANSANGAN

Chair, Bids and Awards Committee