



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
FERTILIZER AND PESTICIDE AUTHORITY

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November 22, 2019

Solicitation No.: **RFQ20-2019-11-07**

REQUEST FOR QUOTATION

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

**RENTAL SERVICES OF FOUR (4) UNITS OF
DIGITAL MULTIFUNCTIONAL PHOTOCOPIER FOR FY2020**

Approved Budget for the Contract (ABC): PhP 268,500.00

Technical Specification:

1. The copier machine must have scan-print-copy functions where the colored scanning is possible. Paper sorter must also be provided.
2. It must be user-friendly and can be networked with PCs for faster retrieval of scanned documents.
3. All consumables and replacement parts of the machines must be provided by the service provider for the entire contract duration.
4. 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 P0.70 per copy.
5. The service provider must specify how many number of copies per minute and speed of sorter. The more number of copies per minute and faster sorting speed, the better.
6. 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.
7. 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.
8. The duration of contract is from February 1, 2020 to December 31, 2020.

Terms and Conditions:

1. Quotations received in excess of the ABC shall be automatically rejected during its opening.
2. The award of the Purchase Order will be done within January 2020. Thus, quoted price must be valid until January 31, 2020.
3. Suppliers must submit their duly accomplished and signed Price Quotation, together with valid **PhilGEPS Registry Number, Mayor's Permit, Annual Business Tax Return** and **Omnibus Sworn Statement** to the FPA-BAC.
4. All quotations must be submitted to the FPA-BAC Secretariat through **Mr. Wilbert Newton T. Pollisco**. Deadline of submission of quotations is on **November 29, 2019, 5:00 p.m.**

5. All quoted items must be VAT inclusive.
6. Interested suppliers may obtain further information from the BAC Secretariat at the above address or at **8-920-8573** or **8-927-3647** during office hours (8:00 am – 5:00 pm) or through electronic mail at this address: fpa.bac@gmail.com.
7. Suppliers must preferably have a Landbank Account relative to the adoption of checkless payment or Direct Payment Scheme. In case other commercial bank account will be used, it will be subjected to the corresponding charges debited from payment transaction.
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 Purchase Order without hereby incurring any liability to the affected suppliers.

(Sgd.) DIGNA M. DE LEON
Chairperson, Bids and Awards Committee