



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority
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January 8, 2021

Solicitation No.: **RFQ-2021-01-01**

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 MULTI-FUNCTIONAL PHOTOCOPIER FOR FY 2021

Approved Budget for the Contract (ABC): PhP 200,000.00

Technical Specifications:

1. The digital multi-functional photocopier must have scan-print-copy functions of which colored scanning is possible and have the following features:
 - a. scan-print-copy up to 600 x 600 dpi or higher and at least 35 print per minute
 - b. automatic duplex for back to back copying, printing and scanning
 - c. automatic document feeder, at least 100 sheets
 - d. finisher for sorting and grouping
 - e. can print/copy/scan A5 to A3 paper sizes
 - f. at least three (3) [including one (1) bypass tray] Capacity: at least 500 sheets
 - g. with copy ratio that is capable of 33 % to 400 % reduction or enlargement
 - h. can support Windows 8/10 and Mac OS operating systems
2. The digital multi-functional photocopier must be user-friendly, with scan to USB function and can be networked with PCs for faster retrieval of scanned documents.
3. All consumables and replacement parts of each photocopier must be provided by the service provider for the entire contract duration.
4. A minimum of twenty thousand (20,000) copies for four (4) units of photocopier will be covered by the contract. In case the set minimum number of copies has been exceeded; the service provider must charge the FPA an amount not exceeding P0.70 per copy.
5. During post qualification, the service provider with the lowest calculated quotation shall conduct a demonstration in order for the end-user, TWG, and BAC to check whether or not the required features are present and the photocopier produces quality (e.i. readable and clear) copies.
6. The service provider must conduct hands-on training to the end-user on proper maintenance and minor troubleshooting upon delivery and installation of the photocopier.

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7. The service provider must conduct at least once a month check-up on the photocopier and extended after sales support services. In case of machine malfunction, the service provider must fix the photocopier within 24 hours or replace similar model within 48 hours from notice.
8. The rental for the use of four (4) digital multifunctional photocopier shall be for a period of eleven (11) month from February 1, 2021 to December 31, 2021.

Terms and Conditions:

1. Quotations received in excess of the ABC shall be automatically rejected during its opening.
2. The service provider 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. Submission sent on at the BAC official email, fpa.bac@gmail.com, will also be accepted if received prior to the deadline.
3. All quotations must be submitted to the FPA-BAC Secretariat through **Mr. Angelo S. Bugarin**. Deadline of submission of quotations is on **January 14, 2021, 5:00 p.m.**
4. All quoted items must be VAT inclusive.
5. Interested service providers may obtain further information from the BAC Secretariat at the above address or at **(02) 8920-8573, (02) 8920-8449** during office hours (8:00 am – 5:00 pm) or through electronic mail at this address: fpa.bac@gmail.com.
6. The service provider 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.
7. 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 service providers.

(Sgd.)ROMIROSE B. PADIN
BAC Chairperson

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