



REPUBLIC OF THE PHILIPPINES

OFFICE OF THE PRESIDENT

## FERTILIZER AND PESTICIDE AUTHORITY

FPA Bldg., BAI Compound, Visayas Ave., Diliman, Quezon City P.O. Box 2582

Tel. Nos. 920-8173\*920-8573\*922-3368\*441-1601

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June 30, 2017

Solicitation No.: **RFQ-2017-06-001**

### 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 (ABC): **PhP 216,000.00**

#### **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 machine 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 one (1) 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. All quotations must be submitted to the FPA-BAC Secretariat, through **Mr. Angelo S. Bugarin** or **Ms. Alma G. Escasura**. Deadline of submission of quotations is on **July 10, 2017, 10:00 am**.
4. Suppliers must submit the copy of their **PhilGEPS Registration Certificate, Mayor's Permit, Annual Business Tax Return and Omnibus Sworn Statement** to the FPA-BAC together with their quotation.
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 **920-8449** and **920-8573** during office hours (8:00 am – 5:00 pm) or through e-mail at [fpa.bac@gmail.com](mailto: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.

  
**ATTY. FRANCIS ROMULO I. BADILLA, JR.**  
Chairperson, Bids and Awards Committee