



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
KEDUTAAN BESAR REPUBLIK FILIPINA
JAKARTA

REQUEST FOR QUOTATION

Lease of four (4) photocopying machines

In line with its 2023 National Expenditure Program, The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to lease four (4) photocopying machines from 01 January to 31 December 2023.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD7,600.00 or its equivalent in IDR.

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than 06 December 2022. The Embassy accepts open quotations submitted directly, through facsimile or email at the address and fax number given below:

Mr. JULIUS P. CALISIN
Property Officer and Attaché
Jl. Imam Bonjol 8 Menteng Jakarta Pusat Indonesia
Tel. No. : 3100334
Fax No. : 3151167
Email : julius.calisin@dfa.gov.ph

This Request for Quotation shall be posted at the official website of the Embassy (<https://jakartape.dfa.gov.ph/>), at a conspicuous place in the premises of the Embassy. It shall be also be posted at the PhilGEPS website facility for procurements abroad if the facility is available.

Jakarta, 29 November 2022

By Authority of the Bids and Awards Committee (BAC)


JOEL M. PERALTA
Chairperson, BAC

Terms of Reference

Lease of four (4) Photocopying Machines

The Approved Budget for Contract (ABC) is USD7,600.00 or or its equivalent in IDR.

General Conditions

1. The quotation must include documents showing that the service provider is technically, legally, and financially capable to fulfil contract.
2. The quotation must be in IDR and for all the of items listed herein.
3. The quoted price shall be the final price and include all applicable taxes.
4. The prices quoted must be valid and not be subject to any changes.
5. The quotation must include a detailed price computation.

Technical Specifications

1. All machines must be brand new and in excellent working condition.
2. The Contractor must deliver a minimum of three (3) units with the following specifications:
 - Print
 - i. Black and White and Colored printing
 - ii. Duplex printing
 - iii. Print Resolution: up to 1200 x 1200 dpi
 - iv. Print Speed: up to 30 page per minute
 - v. First page out: as fast as 10 seconds
 - vi. Wireless Printing
 - Scan
 - i. Scan Speed: up to 80 page per minute
 - ii. Document feeder support up to 250 sheets
 - iii. Flatbed scanner
 - iv. Scan Resolution: up to 600 x 600 dpi
 - v. Wireless Scanning
 - Copy
 - i. Copy resolution: up to 1200 x 1200 dpi
 - ii. Resize: 25 to 400%
 - iii. Copier setting: Two-sided, scalability, and image adjustments
 - Other features and functions
 - i. Touch Panel
 - ii. 2 paper trays
 - iii. Paper tray supports up to 500 sheets
 - iv. 2 USB ports
 - v. Gigabit Ethernet Ports
 - vi. Wireless functionality for print, copy, and scan
3. The Contractor must deliver a minimum of one (1) units with the following specifications:
 - Print
 - i. Black and White and Colored printing
 - ii. Duplex printing

- iii. Print Resolution: up to 1200 x 1200 dpi
 - iv. Print Speed: up to 50 page per minute
 - v. First page out: as fast as 10 seconds
 - vi. Wireless printing
- Scan
 - i. Scan Speed: up to 80 page per minute
 - ii. Document feeder support up to 250 sheets
 - iii. Flatbed scanner
 - iv. Scan Resolution: up to 600 x 600 dpi
 - v. Wireless scanning
- Copy
 - i. Copy resolution: up to 1200 x 1200 dpi
 - ii. Resize: 25 to 400%
 - iii. Copier setting: Two-sided, scalability, and image adjustments
- Other features and functions
 - i. Touch Panel
 - ii. 1 paper tray
 - iii. Paper tray supports up to 250 sheets
 - iv. 2 USB ports
 - v. Gigabit Ethernet Ports
 - vi. Wireless functionality for print, copy, and scan

Printing Allowance

1. Monthly printing allowance for all machines:

Mono	8,000 sheets
Color	400 sheets

2. Unused printing allowance shall carry over the succeeding month.

Contractor's Obligations

The Contractor shall provide the following:

1. A certification as distributor or authorized partner of the brand it will provide;
2. Technicians to conduct repairs during machine breakdown and preventive maintenance within two (3) three upon notification;
3. For notifications after 3:00 p.m., the technician shall be deployed the following working day;
4. Replacement machines with the same specifications shall be delivered within six (6) hours if a unit is withdrawn for repair or because it is broken;

5. A customer service supervisor/technician to conduct inspection every month, including preventive maintenance, of the photocopying machines as well as to serve as liaison officer between the Contractor and the Embassy
6. "Hot Line" for technical services / assistance that may be needed beyond the 8:00 a.m. to 5:00 p.m. regular working hours, including weekends and holidays.
7. Free end-user trainings to operate the machines upon deployment.

Other Duties of the Contractor

1. No machines shall be removed from the Embassy without the express permission of the concerned office, accompanied by a written approval from the Embassy, anytime during the duration of the contract for repairs and/or replacement.
2. All expenses for the repair and replacement of spare parts or consumable items, such as toners, shall be exclusively on the account of the Contractor.
3. The Contractor shall surrender the photocopier's hard disk to the Embassy if the machine is to be pulled out of the Department for repair.
4. The Contractor shall delete all the data of all hard disks before pulling out the machines at the end of the contract.
5. Contractor's Guaranty The Contractor shall guarantee that the toners supplied and other spare parts to be supplied are from the manufacturer of the units and not replacement toners and spare parts. The Contractor shall guarantee that all photocopying machines shall not cause electrical/electronic interference that can damage office computers, equipment and appliances and shall not cause sudden electrical power surges. The Contractor shall ensure that the spent toner cartridges and used spare parts are disposed of properly

Contract Duration

The lease contract shall be for the period starting from 01 January to 31 December 2023.

Payment Terms

1. The Contractor shall submit the monthly billing to the Embassy within the first ten (10) days of the following month.
2. Payment shall be made within fifteen (15) working days upon receipt of the monthly invoice.