



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS

144 Mindanao Avenue, Quezon City
Trunklines: (+632)927-6383; 927-5505
Email Address: chief@bjmp.gov.ph Website: www.bjmp.gov.ph

REQUEST FOR QUOTATION

The Bureau of Jail Management and Penology – National Headquarters (BJMP-NHQ), through its Bids and Awards Committee, intends to Lease Printer/Copier Units for Use of NHQ Offices, which will be undertaken in accordance with the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of the Project	Lease of Printer/Copier Units for Use of NHQ Offices
ABC	Nine Hundred Ninety Eight Thousand Five Hundred Pesos (Php 998,500.00)
Specifications	See Annex "A"
Delivery Location	BJMP National Headquarters, 144 Mindanao Avenue Project 8, Quezon City
Contract Duration	March 2019 to December 2019

Please quote your best offer for the items/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than 04 MAR 2019 at **5:00 PM**

Interested suppliers are required to submit the following documents:

- Valid and current Mayor's Permit;
- PhilGEPS Registration Number (Please indicate in the space provided in Annex "A");
- Omnibus Sworn Statement together with any documents to prove that the signatory of the quotation is authorized representative of the company or photocopy of ID bearing the picture/signature of the representative issued by the company (*to be submitted before issuance of Notice of Award*).

Quotations may be submitted manually or email at the address and contact numbers indicated below.

For further information, please refer to:


J/INSP ARTURO R ESPOS JR

Directorate for Logistics

BJMP National Headquarters, 144 Mindanao Avenue, Project 8, Quezon City

Telephone Number: 927-6383 local 202

Email Address: bac.bjmpnhq@gmail.com


RUEL S. RIVERA, DSC
Jail Chief Superintendent
Chairperson, BJMP-NHQ BAC

Terms and Conditions

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations shall be denominated in Philippine Peso and shall include all taxes and/or levies payable.
3. Quotation exceeding the Approved Budget for the Contract shall be rejected.
4. Award of Contract shall be made to the Lowest Quotation (for goods and infrastructure) or, the highest rated offer (for consulting service) which complies with the minimum technical specification and other terms and conditions stated therein.
5. Any interlineations, erasure or overwriting shall be valid only if they are signed or initialed by you or your authorized representative/s.
6. The item/s shall be delivered according to requirement specified in the Technical Specifications.
7. The BJMP-NHQ shall have the right to inspect and/or to test the goods to conform their conformity to the technical specifications.
8. Liquidated damages equivalent to one tenth of one percent of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BJMP-NHQ shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other course of action and remedies open to it.

I hereby understand and commit to comply all the above requirements in accordance with the above-stated terms and conditions.

Name and Signature of Authorized Representative: _____

Name of the Company/ Business Name _____

Date: _____

ANNEX "A"

Name of the Company: _____

Address: _____

Business Permit No.: _____

PhilGEPS Registration No.: _____

TIN: _____

Telephone/ Cellphone Number: _____

Email Address: _____

Instructions:

1. Do not alter the contents of this form in any way.
2. All the technical specifications are mandatory. Failure to comply with the specification shall be a ground for the disqualification of your quotation.
3. Failure to follow these instructions will disqualify your entire quotation.

TECHNICAL SPECIFICATIONS

Bidders must state either "Comply" or "Not Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification". Please do not just check in the bidders "Statement of Compliance"

TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE	REMARKS
1. 2 Units of Multi-function Heavy Duty Printer		
a. Multi- Function Printer (Scan, Print, Fax, and Copy)		
b. Print technology: Laser Printing		
c. Display - touchscreen		
d. Print and Copy Speed – Up to 35 pages per minute		
e. Print Resolution – Up to 1200 dpi		
f. Network Printing Enable		
g. Media size: minimum legal sized documents		
h. Capable of 2-sided printing		
i. Recommended Monthly Page Volume: 3,000 to 12,500 pages.		
j. Number of Toner Cartridge - 15		
2. 16 Units Multifunction Printer with Automatic Document Feeder		
a. Multi- Function Printer (Scan, Print, Fax, and Copy with portable USB drive)		
b. With Automatic Document Feeder: up to 50 sheets capacity		

c. Print technology: Laser Printing		
d. Display - touchscreen		
e. Print and Copy Speed – Up to 27 pages per minute (minimum)		
f. Print Resolution – Up to 1200 dpi		
g. Network Printing Enable		
h. Media size: A4; A5; A6; B5 (JIS);		
i. Capable of 2-sided printing		
j. Multitasking Supported		
k. Total Number of Toner Cartridge - 205		
3. 8 Units Colored Laser Printer		
a. Multi- Function Printer (Scan, Print, Fax, and Copy)		
b. Print and Copy Speed – Up to 14 pages per minute for black and colored		
c. Print Resolution – Up to 600x600 dpi		
d. Display: Touchscreen		
e. Network Printing capable		
f. Walk Up USB Capable		
g. Up to legal sized documents		
h. Capable of 2-sided printing		
i. Multitasking Supported		
j. Total Number of Toner Cartridge – 185 (Breakdown: Black – 40; Cyan – 80; Yellow – 30; Magenta – 35)		
TERMS AND CONDITIONS:		
Printer and empty toner provided shall remain property of the Bidder and free for the use of procuring entity.		
Cost of Delivery, Installation, Pull-Out, Maintenance, Labor and Consumable spare parts related to the proper functioning of the printer shall be to the account of the Bidder.		
Payment: payment shall be made by the Procuring Entity within 30 days upon the issuance of billing by the Bidder, provided that the requirements is accepted and deemed satisfactory by the Procuring Entity.		
The amount to be paid shall be based on the actual number of toner cartridge delivered by the bidder.		
Delivery of Toner Cartridge shall be based on call order basis.		
The bidder shall provide regular, quarterly, preventive maintenance on the deployed units.		

The bidder's Service Response Time shall be within 4 hours from receipt of call		
The Procuring Entity may request additional printers, if necessary.		
The bidders shall replace the printer if the first issued unit becomes inoperative and needs to be pulled out for servicing or maintenance.		
The bidder shall provide One (1) service unit (printer) for every ten (10) printer units deployed.		

Financial Offer

Lease of Printer/Copier Units for Use of NHQ Offices			
ABC: Nine Hundred Ninety Eight Thousand Five Hundred Pesos (Php 998,500.00)			
Printer	Qty	Price Per Unit	Amount
Multi-function Heavy Duty Printer	15		
Multifunction Printer with Automatic Document Feeder	205		
Colored Laser Printer =	Bla – 40		
	Cyan – 80		
	Yel – 30		
	Mag - 35		
TOTAL BID AMOUNT			
(In words and in figures)			
Payment Details: Banking Institution: _____ Account Number: _____ Account Name: _____ Branch: _____			

Name and Signature of Authorized Representative: _____
 Name of the Company/ Business Name: _____
 Date: _____