



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

144 Mindanao Avenue, Quezon City
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Email Address: chief@bjmp.gov.ph Website: www.bjmp.gov.ph

REQUEST FOR QUOTATION

The Bureau of Jail Management and Penology — National Headquarters (BJMPNHQ), through its Bids and Awards Committee, intends to procure **Lease of Printer for BJMP-NHQ** 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 for BJMP-NHQ
ABC	Eight Hundred Thirty-One Thousand Pesos (Php 831,000.00)
Specifications	See Annex "A"
Delivery Location	BJMP National Headquarters, 144 Mindanao Avenue Project 8, Quezon City
Delivery Date	See Technical Specifications

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 our quotation duly signed by you or your authorized representative not later than April 03, 2020 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");
- Latest Income Tax Return filed thru eFPS;
- 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 through email at the address and contact numbers indicated below.

For further information, please refer to:


JINSP 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


DENNIS U ROCAMORA, CESE
Jail Chief Superintendent
Deputy Chief for Operations
of the Jail Bureau
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.
9. The BJMP reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

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.: _____
 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. 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. Number of Printers: a. Multi-Function Heavy Duty Printer – 9 b. Colored Multi-function Printer - 15		
2. Technical Specification of Printers.		
a. Multi-function Heavy Duty Printer (3 Units)		
a. Multi- Function Printer (Scan, Print, and Copy)		
b. Type: Monochrome/ Colored Laser Printer		
c. Display: touchscreen control panel		
d. Speed - Up to 35 pages per minute (minimum)		
e. Recommended Monthly Page Volume: 3,000 to 12,500 pages.		
f. Duty cycle: up to 200,000 pages per month (minimum)		
g. Paper trays: three (3) paper trays (minimum) and one (1) automatic document feeder		
h. Size: must be able to print and scan at least Letter, A4, and Legal size paper		
i. Scanning: Flatbed and Automatic Document Feeder		
j. Other feature: i. Network Printing enable; ii. Capable of printing files from USB; iii. Capable of automatic duplex Printing; iv. Capable of duplex and colored scanning v. With automatic of at least 30 pages stapler/stacker feature vi. With reduction and enlargement feature		

b. Colored Multifunction Printer		
a. Multi- Function Printer (Scan, Print, and Copy)		
b. Type: colored Laser Printer		
c. Display: touchscreen control panel		
d. Speed - Up to 27 pages per minute (minimum)		
e. Recommended Monthly Page Volume: minimum 3,000 to 12,500 pages.		
f. Paper trays: at least 1 Universal tray and 1 bypass		
g. Print Resolution – minimum 600x600 dpi		
h. Size: must be able to print and scan at least Letter, A4, and Legal size paper		
i. Scanning: Flatbed and Automatic Document Feeder		
j. Other features: i. Network Printing enable ii. Capable of printing files from USB. iii. Capable of colored and duplex Printing and Scanning iv. With reduction and enlargement feature		
3. Printer and empty toner provided shall remain property of the Bidder and free for the use of procuring entity.		
4. 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.		
5. Payment: payment shall be made by the Procuring Entity upon the issuance of billing by the Bidder, provided that the requirements is accepted and deemed satisfactory by the Procuring Entity.		
6. The amount to be paid shall be based on the actual number of toner cartridge delivered by the bidder.		
7. The bidder shall provide regular, quarterly, preventive maintenance on the deployed units.		
8. The bidder's Service Response Time shall be within 4 hours from receipt of call		
9. The Procuring Entity may request additional printers, if necessary.		
10. The bidders shall replace the printer if the first issued unit becomes inoperative and needs to be pulled out for servicing or maintenance.		
11. The bidder shall provide One (1) service unit (printer) for every ten (10) printer units deployed.		

12. Delivery Period/ Duration:		
a. Contract duration will be for a period of nine (9) months, within seven (7) days from receipt of Notice to Proceed, or upon consumption of the total budget allotted, whichever comes first.		
b. Delivery period for Printers shall be within 10 calendar days upon the receipt of NTP.		
c. Delivery period for cartridges shall be within 3 calendar days upon receipt of Notice to Deliver.		
13. Post Qualification: Prospective Bidder shall submit brochure of the offered printers which will be used in evaluating its compliance to the technical specifications.		

FINANCIAL OFFER

Project: Lease of Printer for BJMP-NHQ			
Approved Budget for the Contract: Eight Hundred Thirty One Thousand Pesos (Php 831,000.00)			
PARTICULAR	QUANTITY	Bidder's Offer per Unit	Total
1. Toner For Multi-Function Heavy Duty Printer	43		
2. Toner For Colored Multifunction Printer			
Black	51		
Cyan	29		
Yellow	31		
Magenta	31		
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: _____

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for authorized representative]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee

(BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____ Philippines.

[Bidder's Representative/Authorized Signatory]

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-813-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____