REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OFFICE
APO PRODUCTION UNIT, INC.

APO PRODUCTION UNIT, INC.

REQUEST FOR QUOTATION

Date	:	**22 April 2025**
Project Title	:	**LEASE OF PHOTOCOPIER MACHINES**
Project Identification No.	:	**Purchase Request No. PR000000226**
Approved Budget for the Contract (ABC)	:	**One Million Nine Hundred Twenty Thousand Pesos (PhP 1,920,000.00)**
Deadline for the Submission and Receipt of Quotations		On or before 25 April 2025, 9:00 a.m.
Manner and Venue for the Submission and Receipt of Quotations		Prospective suppliers/service providers can submit the scan copy of their quotation in Portable Document File (PDF) format through electronic mail at email address purchasing@apo.gov.ph or in printed format contained in a sealed envelope at the APO Production Unit, Inc., Second (2nd) Floor Philippine Information Agency (PIA) Building, Visayas Avenue, Brgy. Vasra, Quezon City

Gentlemen/Mesdames:

Please quote your lowest government price on the following requirement(s) provided below, subject to the additional terms and conditions of the contract.

FE B. DIMAYUGA
Manager, Purchasing Department

We go beyond printing

ISO 9001:2015
APO PRODUCTION UNIT, INC. is an ISO 9005:2015 registered company with certification no. PH1379.

2/F Philippine Information (PIA) Building, Visayas Ave., Brgy. Vasra, Quezon City 1128, Metro Manila, Philippines · Trunkline: (632) 8282-5309 · FAX: (632) 8927-6793 · www.apo.gov.ph

I. SCOPE OF WORK

Details	Please state either "Comply" or "Not Comply" *Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]*
Lease of two (2) units brand new multi-functional and colored photocopying machines	
PHOTOCOPIER MACHINE FEATURES: • Brand new unit/refurbished • Functional Requirements ➢ 4in1 (Print / Copy / Scan and Fax) • Performance Requirements ➢ Can print, copy and scan both colored and black and white documents ➢ Scan Type: Full Color Scan ➢ Fast Scan Speed: Up to 100 images per minute ➢ Print Speed: ❖ Colored – At least 25 paper per minute (PPM) ❖ Black and white – At least 20 PPM ❖ Prints up to 13 x 19 lowest power consumption wireless LAN IEEE • With wireless, Ethernet and PCL/PS: • Inks: 4 Color (Black, Cyan, Magenta and Yellow) • Paper trays: 2 paper trays and 1 bypass tray • Paper Size: A4 Size Max – A3 (11" x 17") Min – A5R (5 ½" x 8 ½") • Automatic Document Feeder Reversing, Auto Sorting • Versatile Media handling • Wi-Fi Direct • Mobile print	

OTHER FEATURES (ADDITIONAL FUNCTIONAL AND PERFORMANCE REQUIREMENTS): • Can access using RFID card • Only Authorized user can access the machine • Can limit and control unnecessary copying and print • Secured printing with pin release • IP address Filter • Panel admin mode • Limited Access function • LDAP Address Book	
OTHER REQUIREMENTS: • With free RFID Card for each of the photocopying machines subject for lease • The winning supplier or service provider shall provide a photocopying machine with the latest model and manufactured not earlier than 2024; • The winning supplier or service provider should be responsible of providing a replacement unit/back up unit, which should be brand new, the latest model and with the same or higher technical specifications in case of malfunction of the leased photocopier machine. Said replacement unit shall be delivered to APO Production Unit, Inc.	
QUALIFICATIONS OF THE CONTRACTOR/SERVICE PROVIDER • The supplier or service provider should be an **authorized distributor** of the offered multi-functional photocopying machines in the Philippines and certified by the manufacturer as its authorized distributor in the country.	
WARRANTY AND AFTER-SALES SERVICES AND SPARE PARTS • The winning supplier shall be responsible of providing the availability of 24/7 Technical Phone Support during the contract duration. Including Saturdays, Sundays, holidays and non-working days. On the other hand, Technical Onsite Support shall be available within four (4) hours upon receipt of notice by the service provider. • The winning supplier or service provider shall be responsible of providing the necessary consumables	

(e.g. toners), spare parts, maintenance and repair services during the entire one (1) year lease period. There should be at least one (1) toner on stock at all times for each of the photocopying machine. • The supplier shall be responsible of conducting regular maintenance of the photocopying machines on a semestral basis and the authorized technician/s of the supplier shall be required to conduct preventive maintenance at least once every quarter.	
SCHEDULE OF REQUIREMENTS: • ***Delivery Period and Duration of the Contract of Lease:*** The supplier shall supply and deliver two (2) photocopying machines with 4-in-1 function and four (4) colors within seven (7) days upon receipt of Purchase Order and Notice to Proceed. The contract duration of the lease project shall be for a period of one (1) year. The contract of lease will begin from receipt of the Notice to Proceed and continue for a period of one (1) year. APO Production Unit Inc. may renew the contract subject to the results of the assessment and performance evaluation conducted by the concerned end-user or implementing unit. • ***Delivery Place:*** APO Production Unit Inc. Second (2nd) Floor. Philippine Information Agency (PIA) Building, Brgy. Vasra, Visayas Ave., Quezon City.	
PAYMENT TERMS AND CONDITIONS: • ***Monthly Rental*** ❖ The monthly rental charges will cover the total printing volume of twenty thousand (20,000) pages for mono pages and 200 pages for colored pages (cyan, yellow, and magenta) per machine per month. ❖ The monthly rental per machine should not exceed Eighty Thousand Eight Hundred Pesos (PhP80,800.00)	

- ❖ The printing costs are set at Four Pesos (PhP4.00) per page for both mono and colored prints. Additionally, a click charge will apply for any copies exceeding the monthly limits of 20,000 pages for mono and 200 pages for colored. The minimum click charges are One Peso (PhP1.00) for mono and Six Pesos (PhP6.00) for colored. Please note that the maximum amount for the per-click charges exceeding the allowable monthly consumption shall not exceed ten percent (10%) of the original total contract price.

- ❖ The monthly rental for the printing of 20,000 pages for mono pages and 200 pages for colored pages (cyan, yellow, and magenta) per machine per month

- ❖ Supplier shall be paid based on the unit copy charge and on the number of net copies reported monthly on the meter reading card.

- ❖ Monthly meter readings shall be conducted by a duly authorized representative as the basis for the monthly billing.

- ❖ APO shall be allowed maximum copy spoilage of two percent (2%) of gross copies per month or actual spoiled copies, whichever is lesser, upon presentation of spoilage.

- All payment shall be subject to the deduction of the applicable taxes in accordance with the rules and regulations on audit, accounting, Bureau of Internal Revenue (BIR) and APO Production Unit Inc. relative to payment of procurement contracts.

APO Production Unit Inc., shall conduct a monthly and annual assessment or evaluation of the performance of the winning Contractor/service provider wherein said contractor/service provider shall maintain a satisfactory level of performance throughout the term of Contract based on the following criteria and weights:

No.	Criteria	Weight
a.	**Conformity to Technical Requirements** - Conforming - Non-conforming	 25 0

b.	**Timeliness in the Delivery of Services** - Within 2 hours phone support and 3 hours on-site technical support - More than 2 hours not to exceed 3 hours of phone support and more than 3 hours technical support not to exceed 4 hours from receipt of notice - More than 3 hours phone support and 4 hours on-site support from receipt of notice	25 20 15
c.	**Behavior of Personnel** - Polite/Courteous Non-polite/Non-courteous - Professional Non-professional - Knowledgeable - Non-knowledgeable - Alert Stagnant	5 0 5 0 5 0 5 0
d.	**Response to complaints** - Responsive Non-responsive - On-time With delays	10 0 10 0
e.	**Compliance with set office policies for such services** - All the time - Some-times - Never -	10 5 0
	TOTAL	100

The Service Provider/ Contractor shall obtain at least a satisfactory rating of 80 points in order for said contract to be considered for renewal based on the Guidelines on the Renewal and Extension of Regular and Recurring Service Contracts issued by the Government Procurement Policy Board (GPPB) through Resolution No. 06 - 2022.

Qualitative Rating	Quantitative Rating
Very Satisfactory	90% - 100%
Satisfactory	80% - 89%
Acceptable but Needs Improvement	70% - 79%
Poor	69% - below

II **FINANCIAL QUOTATION:**

DESCRIPTION OF REQUIREMENTS	Quantity	Unit Cost	Sales and other taxes payable if Contract is awarded, per item	Total Cost (in Figures)
Lease of brand new multi-functional and colored photocopying machines	Two (2) Units			
TOTAL FINANCIAL OFFER		**Amount in Words:** _____ _____ **Amount in Figures (PhP_____)**		

III. **DOCUMENTARY REQUIREMENTS:**

The prospective supplier shall submit the following eligibility documents, together with the accomplished Request for Quotation (RFQ), on or before the deadline for the Submission and Receipt of Quotations.

1. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located.

   In cases of recently expired Mayor's/Business Permits, APO-PUI shall accept the same together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit;

2. Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

   In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:

   a) Latest Income Tax Return (ITR) shall be the ITR for the filed for the preceding quarter which should not be earlier than two (2) quarters from the date of submission and receipt of quotations, and

   b) Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months

before the date of Submission, Receipt, Opening & Preliminary Examination of Quotations.

3. Certificate of After Sales Service and Parts;

4. After Sales Support within one (1) year / certification of availability of parts;

5. Product Brochure of all proposed equipment's.

6. Philippine Government Electronic Procurement System (PhilGEPS) Registration Number (Please indicate below your PhilGEPS Registration Number)

PhilGEPS Registration Number: _____

Or;

A valid PhilGEPS Platinum Certificate of Registration and Membership.

In case the prospective supplier/contractor/service provider submitted a valid and updated PhilGEPS Platinum Certificate of Registration and Membership, it may opt not to submit a copy of the Mayor's Permit and a PhilGEPS Registration Number.

IV. NOTES:

1. The supplier/contractor concerned shall submit its quotation through its duly authorized representative using this form only. This form must be completed without any alterations to the format, and no substitute form shall be accepted. All blank spaces shall be filled with the information requested.

2. All entries shall be electronically written or legibly handwritten

For any queries and/or concerns, you may contact _____ through (insert contact details)

COMPANY NAME _____

AUTHORIZED REPRESENTATIVE : _____

_____

_____

_____

Printed name, Signature
Telephone No., Cellphone No., and E-mail address

Date:_____