



REQUEST FOR QUOTATION

Date: March 20, 2025

Reference No (PR No.): 2025-077

To All Interested Bidders:

This is to request for quotation on the PIDS procurement requirement enumerated hereunder. If you are interested and, in a position, to furnish the same, we shall be glad to have your best price, terms and conditions of delivery, submitted not later than **March 27, 2025, 10:00 AM** addressed to the *Procurement Management Division of the Administrative and Finance Department* at the abovementioned address. PIDS reserves the right to reject any and all bids, declare failure of bidding, or not award the contract under the conditions specified in Section 41 of the 2016 Revised IRR of RA 9184.

The price quotation/s, to be denominated in Philippine peso, **shall include all applicable taxes, duties, and/or levies payable.**

Very truly yours,

CAO, Procurement Management Division

Item	Qty	Unit	Articles/Description	Unit Cost	Total Cost
1	1	Lot	Rental of Photocopying Machine Rental Period: June 1, 2025 to May 1, 2026 Please see attached Specifications. ABC: PhP80,000.00		
Requirements: <ul style="list-style-type: none">Valid Mayor's/Business Permit ;PhilGEPS Registration No. (if PhilGEPS Platinum Certificate is provided, Mayor's/Business Permit is no longer required)Notarized Omnibus Sworn Statemento Notarized Secretary's Certificate for Authorized Representatives (if applicable)					

The price and details of the above offer are certified correct:

Name of Firm (<i>Bidder</i>)	Signature over Printed Name of <i>Bidder's Representative</i>
Address	Business Permit No.
Telephone and/or Mobile No.	Tax Identification Number (<i>TIN</i>)
Email Address	PhilGEPS Registration Number

Note: PIDS is evaluating its supplier's performance based on the quality of services rendered or goods delivered, timeliness of delivery, customer/after sales service and overall quality of service.

Rental of Photocopying Machine

Specifications:

Type:	Digital Printer/Copier/Scanner
Print/Copy Speed:	Black and White 36 ppm (pages per minute) Copying & Printing
Resolution:	600 x 600 dpi, multi-bit technology for print quality of 9,600 dpi Equivalent x 600dpi for photocopying 1800 dpi equivalent x 600 dpi for printing
Original Size:	Up to 11" x 17" (scanning/photocopying)
Paper Size:	5.5" x 8.5" to 12" x 18"
Paper Weight:	16lb. bond to 110 lb. index, Manual bypass: 13lb. bond to 110pb index
Warm-up time:	20 sec or less
Copy Quantity:	1-9999 (continuous copying)
Standard Memory:	2 GB
Preset Reduction & Enlargement:	25% - 400%
Copy Exposure Modes:	Text – legible text Text/Photo – clear text and halftones Photo, Dot Matrix
Maximum Paper Capacity:	1,100 sheets
Documents Feeder:	Automatic
Interface:	Ethernet, USB 1.1, USB 2.0, USB Host PDF Password Protection
Print/Copy Functions:	Auto Duplex, Auto Reset, Printing Auto Tray Switching, Book Copy, Book Erase, Booklet Function, Box Function (Copier, Reprint with setting mode change, Resend, Route Scanned Data), Combined Copy Setting (2-in-1, 4-in-1, 8-in-1), Copy Job Reserve (51 jobs, including current), Cover Mode, Criss-Cross Sorting, Distribution Number and Stamping, Encrypted Network Password Printing, Energy Save Mode, Enlarge Display, Erase (Edge/Center/Frame), Face Up/Face Down Output, File Margin, Finishing (Group, Sort, Staple, Punch, Center Staple and Fold), HDD Random Erase, Horizontal/Vertical Zoom Ratios (X/Y magnification), Image Density Adjustment (Density, Background Removal), Image Overlay, Image Repeat, Image Rotation, Interrupt Mode, Job Erase, Job List, Job Memory (30 jobs), LDAP/up to 5 LDAP servers/Global LDAP, Mixed Original Detection, Neg./Pos. Reverse Image, OHP Interleave, Original Position Adjustment, Page Insertion, Paper Size Selection (APS, Manual), Paper Type Selection, Program Jobs, Proof Copy, Secure Printing, Separate Scanning, Sleep Mode Recovery, TAB Paper Support, User Authentication (Synchronize w/ Account Track), Utility (Meter Count, Environment Setting, Default Setting, OneTouch Setting, Admin. Mode), Watermarks, Zoom Selection (AMS, Fixed Zoom Ratio, User Programmable Zoom Ratio, Manual)

Available Scan Functions: Scan-to-Email, Scan-to-FTP, Scan-to-SMB (Scan-to-Desktop), Scan-to-HDD (Scan-to-User Box), Network TWAIN (HDD TWAIN), Scan-to-WebDAV, Scan-to-USB, WS-Scan

Other Terms and Conditions:

Inclusions: Replenishment of consumables and provision of maintenance service as needed by the Institute without incurring additional cost.

All deliveries including replacement of parts, if any shall be free of charge.

Payment: The supplier shall be paid monthly within 10 working days subject to the submissions of billing invoice, meter reading, and acceptance/approval of the Institute

Meter Reading: The supplier shall conduct monthly reading and maintenance and submit report to the Institute.

Spoilage: 2% of the monthly meter reading

Training: Conduct of free user training as maybe required by the Institute

Customer Service: with available technical support during working days and be able to respond within 24 hours upon receipt of request for repair/maintenance of the photocopying machine.

Prepared by:

Reviewed and Approved by:


Erna T. Sardual

Administrative Aide IV


Ma. Dana E. Patuar

OIC-Administrative and Finance Department