



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8236646  
**Procuring Entity** NATIONAL WAGES AND PRODUCTIVITY COMMISSION  
**Title** Lease/Rent of Two (2) Units Color Photocopy Machine  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	SVP-2021-11-078	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Printing Supplies	<b>Date Published</b>	26/11/2021
<b>Approved Budget for the Contract:</b>	PHP 720,000.00	<b>Last Updated / Time</b>	26/11/2021 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	07/12/2021 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Nelson Lerios Chief - Administrative Division 2/F DY International Bldg., San Marcelino St. cor. Gen. Malvar Sts., Malate Manila Metro Manila Philippines 1004 63-2-85275171 63-2-5275522 bac@produktiboatsahod.onmicrosoft.com		

#### Description

Total Approved Budget: PHP 720,000.00

Two (2) units Lease/Rent for Color Photocopy Machine

- > Copier/Printer/Facsimile/Scanner with Automatic Reversing Document Feeder (ARDF) (back-to-back printing)
- > Supported Paper Sizes: A5 up to A3 and envelope size
- > Paper trays: 2 paper trays plus bypass

- > Supported Paper Types:
  - Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Bond, Coated, Envelope, Label, OHP, Gloss
- > Standard Paper Capacity 1,096
- > Max Paper Capacity 2,090
- > Mobile Printing Support
- > Scan to USB, folder, e-mail, SD Card
- > Scan file formats
  - Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, encryption PDF
  - Multi Page: TIFF, PDF (Default), PDF/A, High Compression PDF, encryption PDF
- > Copy/Print Speed
  - Monochrome at least 25 ppm
  - Color at least 25 ppm
  - Scan Speed of at least 55 ppm
- > Memory Capacity of at least 2 gb RAM
- > HDD Capacity at least 160 gb
- > Duty Cycle at least 107,000 pages
- > Services during the entire duration of the contract:
  - Free network installation from copier to network switch
  - Free basic training of the delivered goods
  - Free network & preventive maintenance
  - Consumable items(toner, developer...) and parts included in the package
  - 3,000 copies/unit volume of copies
  - 2% spoilage allowance
  - annual performance evaluation as basis for the continuity of the 3-yr contract
- > Submit/attach procurement documents as required by 2016 Revised Implementing Rules and Regulations of RA 9184 and other GPPB issuances

NOTE: FULL PAYMENT SHALL BE THRU BANK TRANSACTION. PREFERABLY WITH LANDBANK ACCOUNT, OTHERWISE BANK CHARGE SHALL BE FOR THE ACCOUNT OF THE WINNING BIDDER

**Created by** Nelson Lerios

**Date Created** 25/11/2021

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