



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10971469  
**Procuring Entity** NATIONAL WAGES AND PRODUCTIVITY COMMISSION  
**Title** Lease/Rent for Color Photocopier  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	SVP-2024-06-027	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods		
<b>Category:</b>	Printing Services	<b>Bid Supplements</b>	0
<b>Approved Budget for the Contract:</b>	PHP 120,000.00		
<b>Delivery Period:</b>		<b>Document Request List</b>	3
<b>Client Agency:</b>			
<b>Contact Person:</b>	Sarahata Muti Salacop Procurement Unit Head 2/F DY International Bldg., San Marcelino cor. Gen. Malvar Sts., Malate Manila Metro Manila Philippines 1004 63-2-85275171 63-2-5275522 bac@produktiboatsahod.onmicrosoft.com	<b>Date Published</b>	21/06/2024
		<b>Last Updated / Time</b>	21/06/2024 00:00 AM
		<b>Closing Date / Time</b>	25/06/2024 10:00 AM

#### Description

Lease/Rent for Color Photocopier for 6 months contract

> Two (2) units of Copier/Printer/Facsimile/Scanner with Automatic Reversing Document Feeder (ARDF) (back-to-back printing)

> Approved Budget: Php 120,000.00

> Php 10,000.00 /unit/month

> Supported Paper Sizes:

- 1st Paper Tray: 8.5"x 11"(A4)

- 2nd Paper Tray: 5.5"x 8"- 12"x 18" (SRA3, A6-A3, B4-B6), Envelopes

- Bypass: Up to 12"x 18", Envelopes

- Custom Sizes: Width: 3.5"- 12.6"(90- 320 mm), Length: 5.8" - 49.6"(148 - 1260 mm)

- > Supported Paper Weights
  - Standard Trays: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m2)
  - Bypass Tray: 14 - 80 lb. Bond/166 lb. Index (52-300 g/m2)
  - Duplex Unit: 14 -45lb. Bond/142 lb. Index (52 - 169 g/m2)
- > Supported Paper Types:
  - Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Bond, Coated, Envelope, Label, OHP, Gloss
- > Standard Paper Capacity.
  - 1,200 sheets (2 x 550 sheets + 100-Sheet Bypass Tray)
- > Maximum Paper Capacity: 2,300 sheets
- > Output Speed Copy/Print: 20-25 page per minute
- > Mobile Printing Support
  - Apple AirPrint, Mopria, Google Cloud Print, NFC, Ricoh Smart Device Connector
- > Scan Modes:
  - scan to USB, folder, e-mail, S D Card
- > Scan Speed BW Full Color: 80 ipm (simplex)
- > Scan file formats
  - Single Page: TIFF, JPEG, PUF, PUFIA, High Compression PDF, encryption PDF, OCR\*
  - Multi Page: TIFF, PDF (Default), PDFIA, High Compression PDF, encryption PDF, OCR\*
- > 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
- > Attach any proof of documents as compliance to the required specifications.
- > Submit/attach complete valid procurement documents (preferably in Portable Document Format/PDF) upon submission of quotation as required by 2016 Revised Implementing Rules and Regulations of RA 9184 and other GPPB issuances as follows:
  - 1.) Updated Mayor's Permit;
  - 2.) PhilGEPS Registration number; and
  - 2.) Notarized Omnibus Sworn Statement (for Corporation submit Notarized Secretary's Certificate).
- > Non submission of the required documents on time would mean disqualification.

**Created by** Sarahata Muti Salacop

**Date Created** 20/06/2024

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