



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11787047  
**Procuring Entity** NATIONAL WAGES AND PRODUCTIVITY COMMISSION  
**Title** Rental/Lease of Multifunction Copier Machine  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> SVP-2025-02-009  <b>Trade Agreement:</b> Implementing Rules and Regulations  <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)  <b>Classification:</b> Goods  <b>Category:</b> Information Technology  <b>Approved Budget for the Contract:</b> PHP 984,852.00  <b>Delivery Period:</b>  <b>Client Agency:</b>	<b>Status</b>	<b>Active</b>
	<b>Associated Components</b>	1
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	6
	<b>Date Published</b>	20/02/2025
	<b>Last Updated / Time</b>	20/02/2025 00:00 AM
	<b>Closing Date / Time</b>	26/02/2025 13:00 PM
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#### Description

Rental/Lease of Multifunction Copier Machine - 3 units

Branded New Multifunction Copier Machine

Print Speed: Up to 40 ppm black and color

First Page Out: As fast as 6.4 sec black and 7.5 sec color

Print Resolution: Black and Color: Up to 1200 x 1200 dpi

Standard Connectivity: 3 Hi-Speed USB, 1 Gigabit Ethernet 10/100/1000T network, 1

Hardware Integration Pocket; 1 Fax modem port

Paper Handling: 100-sheet multi-purpose tray, 2 x 520-sheet input tray, 250 sheet ADF; 500 sheet face-down output bin

Display: 8.0-in (20.3 cm) touchscreen, SVGA

Media Handling: Plain, EcoEFICIENT, Matte 90g, Light 60-74g, Bond, Recycled, Matte 105g, Matte 120g, Soft Gloss

120g, Glossy 120g, Mid-Weight 96-110g, Heavy 111-130g, Mid-WtGlossy 96-110g, Hvy Glossy 111-130g, Matte

150g, Glossy 150g, Extra Heavy 131-175g, XHvyGlossy 131-175g, Matte 200g, Glossy 200g, Carstock 176-220g,

Card Glossy 176-220g, Light Paperboard 221-255g, Paperboard 256-300g, Heavy Paperboard, Color Transparency,

Labels, Letterhead, Envelope, Heavy Envelope, Preprinted, Prepunched, Colored Media weight

ADF capacity: 250 sheets, supports media up to 11 x 17 inches (A3)

Scan speeds (black and color): Simplex/duplex: 90 ipm/180 ipm (letter and A4)

Duty cycle (monthly): Up to 300,000 pages; Recommended monthly page volume: Up to 50,000

Free basic training of the delivered goods

Free preventive maintenance

Consumable items(toner, developer...) and parts included in the package (paper not included)

4,000 copies(mono) & 2,000 copies(color) /month/unit

2% spoilage allowance

Provision of standby units/ service unit deployed on-site (comparable capability) if repair is not possible or cannot be performed within a reasonable amount of time.

Monthly Billing

> Submit/attach complete valid procurement documents (preferably in Portable Document Format/PDF) as required by 2016 Revised Implementing Rules and Regulations of RA 9184 and other GPPB issuances as follows:

1. Updated Mayor's Permit and PhilGEPS Registration number upon submission of quotation.
2. Notarized Omnibus Sworn Statement (for Corporation submit Notarized Secretary's Certificate).
3. Income/Business Tax Return.

> Non submission of the required documents on time would mean disqualification.

"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** Evangeline Teves Madali

**Date Created** 19/02/2025

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