

DEPARTMENT OF TOURISM
National Capital Region
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Date: August 29, 2024

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
1 (One)	Lot	PROJECT NAME : RENTAL PRINTER AND PHOTOCOPYING MACHINE	
		<p>I. BRIEF BACKGROUND :</p> <p>The DOT-NCR Regional Office has recently moved to its new office located at 7840 Raya Regenerative Building, Makati Avenue, Makati City this 1st Quarter of 2024. With a team dedicated to serving our clients, our office frequently handles a high volume of paperwork, from contracts and proposals to reports and presentations, and compliance to auditing rules and regulations. However, the current printing and photocopying capabilities are limited, often leading to delays and inefficiencies. To streamline the workflow and meet the demands of our dynamic environment, the office is in urgent need of a rental printer and photocopying machines that can handle the workload with speed, reliability, and quality.</p>	
		<p>II. OBJECTIVES:</p> <ul style="list-style-type: none"> ▪ To increase productivity in the present working space; ▪ To assure the safekeeping of office's personnel information and records; ▪ To aid in the office's compliance to auditing rules and regulations. 	
		<p>III. SCOPE OF WORK / SPECIFICATIONS :</p> <p>Date of Delivery : Within 5 working days of upon confirmation of Purchase Order</p> <p>Unit Specifications:</p> <ul style="list-style-type: none"> - Rental of Multifunction Printer and Photocopying Machine for 6 months - 1 (one) Unit - Monochrome Printing - Must have the functions such as Print, Copy, Scan - Must have at least 2 trays to cater the following paper sizes: A4, Legal Size, Short - Must have a USB Port and can directly print from flash drive memory - With Network Print and Scan, via Wifi Network - Inclusive of Consumables and Parts (Toners, etc.) - With Document Feeder - Machine amenable to print back-to-back - Inclusive of printing 50,000 pages <p>Service Specifications:</p> <ul style="list-style-type: none"> - Indication of unit and specifications on the - Must include installation of the units - Free Service Warranty and preventive maintenance - With On-line support and On-site support - Replacement of units if defective and unserviceable - In excess of 50,000 pages must be billed separately and monthly to the DOT-NCR Regional Office (with page breakdown), excess copies will be charged 0.45 c per page <p>Budget Breakdown: Fixed Cost of 25,000/unit x 1 Unit x 6 months Total Cost of: Php 150,000.00</p>	

		Documentary Requirements to be Submitted:	
		1. Mayor's Business Permit 2. PHILGEPS Registration Number 3. Omnibus Sworn Statement	
		<p style="text-align: center;">Approved Budget for the Contract (ABC): Php 150,000.00 Pesos : One Hundred Fifty Thousand Only</p> <p style="text-align: center;"><small>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</small></p>	
		Contact Persons: JENNY ANNE PAUL D. GATUS - jdgatus@tourism.gpv.ph	
		Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address: DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 7840 Makati Avenue, Poblacion, Makati City	
		Note: Deadline of submission is on September 06, 2024 at 8:00am	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

Email Address

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME