



**REQUEST FOR QUOTATION**

**Name of Supplier/Bidder :** \_\_\_\_\_  
**Address :** \_\_\_\_\_  
 \_\_\_\_\_  
**Business Permit No. :** \_\_\_\_\_  
**Tax Identification No. :** \_\_\_\_\_  
**PhilGEPS Registration No. :** \_\_\_\_\_


The Insurance Commission (IC) invites all interested suppliers to submit their lowest price quotation on the items listed below, subject to the terms and conditions stated in the Terms of Reference (TOR):

<i>Item and Description</i>	<i>Approved Budget for Contract</i>
<p><b>One (1) Year Lease of Five (5) Units Multi-Functional Photocopying Machines for the IC (Ref. No. 2020-07-170)</b></p> <p><u>Guaranteed Monthly Usage:</u> 40,000 copies combined volume; scanner yield entails no cost and will not be billed</p> <p><u>General Specifications:</u></p> <ol style="list-style-type: none"> <li>1. Brand new or newly factory remanufactured/non-surplus multi-functional paper copier device (copier and network printer and scanner), monochrome digital type, with back-to-back feature</li> <li>2. If remanufactured, it should be certified remanufactured by the original equipment manufacturer</li> <li>3. Model (with LCD display, user friendly, and with capability to deliver clear high-quality copies)</li> <li>4. Warm up time is 35 seconds or less</li> <li>5. Fixing: heated roller fixing</li> <li>6. Density control: automatic and manual</li> <li>7. Paper Handling: minimum of 500 sheets/tray with minimum of 2 trays; 1 by-pass tray with minimum capacity of 95 sheets.</li> <li>8. Paper handling trays must be able to accommodate A5 to Folio/Legal sizes and 60 to 216 gsm density paper/media</li> <li>9. Print Function Memory Capacity: Minimum of 4 GB</li> <li>10. Must have a locking mechanism supplied i.e. manual key lock, coding pin lock, etc. Capable of user-specific</li> </ol>	<p><b>Four Hundred Fifty Thousand Pesos (PhP450,000.00)</b></p>

<i>Item and Description</i>	<i>Approved Budget for Contract</i>
<p>key-in password which can be used to monitor per user print out/volume</p> <p>11. The machine must have a feature which automatically tracks copy, print, and scan usage for each user. The feature, which can prevent unauthorized access to the features of the machine, can be enabled or disabled</p> <p>12. <b><u>The existence of the machine will be reckoned not from the last date of remanufacturing, but from the original date when the machine was produced</u></b> <b><i>If machine is newly remanufactured, the units to be supplied should be in existence for only three (3) years or less from the manufacturing date as of the date of submission of quotation and the maximum number of meter reading should not exceed 600,000 copies per unit</i></b></p> <p>13. Electrical Requirements: A/C 220-240 V, 50/60 Hz, 6A</p> <p>14. Capable of automatic tray switching when the current tray is emptied; and identifying and reproducing media size and for appropriate size</p>	

The **SEALED QUOTATION** with the enclosed **Reply Slip** must be submitted **not later than 12:00NN, 30 October 2020** to the Administrative Division in the contact information below:

**Contact person:** Ms. Jenina Roussel A. Vergara – IC Administrative Officer I  
**Office Address:** Second Floor, Insurance Commission Bldg., 1071 United Nations Avenue, Ermita, Manila  
**Telephone Nos.:** (02) 8523-8461 to 70 local 120  
**E-mail:** [jra.vergara@insurance.gov.ph](mailto:jra.vergara@insurance.gov.ph)

  
**REVELYN R. MOJICA**  
 IC Division Manager  
 Administrative Division

Manila, 29 October 2020

## TERMS OF REFERENCE

### One (1) Year Lease of Five (5) Units Multi-Functional Photocopying Machines for the IC (Ref. No. 2020-07-170)

#### I. Scope of Work and Job Specifications

Lease of Multi-functional Photocopying Machines with Specifications, as follows:

Item	Specification/Details
<b>1. General Specifications:</b>	
	Brand new or newly factory remanufactured/non-surplus multi-functional paper copier device (copier, network printer and scanner), monochrome digital type, with back-to-back feature
	<b>If remanufactured, it should be certified remanufactured by the original equipment manufacturer</b>
	Model (with LCD display, user friendly, and with capability to deliver clear high-quality copies)
	Warm up time is 35 seconds or less
	Fixing: heated roller fixing
	Density control: automatic and manual
	Paper Handling: minimum of 500 sheets/tray with minimum of 2 trays; 1 by-pass tray with minimum capacity of 95 sheets
	Paper handling trays must be able to accommodate A5 to Folio/Legal size
	Print Function Memory Capacity: Minimum of 4 GB
	Must have a locking mechanism supplied i.e. manual key lock, coding pin lock, etc. Capable of user-specific key-in password which can be used to monitor per user print out/volume
	The machine must have a feature which automatically tracks copy, print, and scan usage for each user. The feature, which can prevent unauthorized access to the features of the machine, can be enabled or disabled.
	<b><u>The existence of the machine will be reckoned not from the last date of remanufacturing, but from the original date when the machine was produced</u></b>
	<b><i>For newly remanufactured machine, the units to be supplied should be in existence for only three (3) years or less from the manufacturing date as of the date of submission of quotation and the maximum number of meter reading should not exceed 600,000 copies per unit.</i></b>

	Electrical Requirements: A/C 220-240 V , 50/60 Hz, 6 A
	Capable of automatic tray switching when the current tray is emptied; and identifying and reproducing media size and for appropriate size
<b>2. Copier Specifications:</b>	
	Copying and printing speed: minimum of 45 image or page per minute or less, with up to 600 x 400 dpi output resolution
	Continuous copying; 1-999 copies
	Output paper size: A5 to Legal/Folio
	Maximum Original size and maximum scan area: Legal/Folio
	Reduction/enlargement: 25% to 400%
	Duplex Automatic Document Feeder: 60 sheets
	With Electronic Sorting & Collating
	Copy paper: regular or special paper (transparencies); 60 gsm up to 216 gsm
	Copy system: laser / LED electronic transfer
	First copy output time: 5.0seconds or less
<b>3. Scanner Specifications:</b>	
	Interface: 10Base-T/100Base-TX
	Driver: TWAIN Driver, HDD TWAIN Driver
	Protocol: TCP/IP (FTP, SMB, SMTP, HTTP)
	Minimum input speed: 70 image/page per minute
	Minimum output resolution: 600 x 600 dpi
	Maximum scan area: A4
	Output Format: TIFF, JPEG, PDF, Docuworks
	Documents can be saved in a server/PC (using SMB/FTP Protocol)
<b>4. Printer Specifications:</b>	
	HDD: at least 80gb (shared with the copier)
	Print Resolution: minimum of 1200 x 2400 dpi
	Speed: minimum of 45 images/pages per minute
	Languages: PCL5e, PCL 6
	Interface: 10Base-T/100Base-TX, Parallel Port (IEEE 1284), USB 2.0
	OS Support: Windows 7, 8, 10, XP, 32/64 bit and Mac OS x 10.8
	Fonts: Manufacturer's Standard
<b>5. Service Package:</b>	
	Service Response Time: within 2 hours from call
	Maximum Resolution Time: Within 24 hours
	Provision of Service Unit: Within 48 hours
	Full replacement: Within 72 hours
	Maintenance: once a week
	Online support: 24 hours/ 7days a week
	Training: Unlimited
<b>6. Others:</b>	
	Included in the package: unlimited consumables (toner, drum, etc) and parts
	The photocopying machines to be deployed should have a Trusted Platform Module or TPM or equivalent. In all cases, prior to pull out from the agency premises of any machine, documents and

	information that belong to IC must be erased permanently and removed from the machine hard drive or storage/s, to be witnessed by a qualified IC technical personnel.
	Provision of table if desktop type photocopying machine
	Total billing charges is computed by multiplying the actual total number of copies reproduced <b>less 2% spoilage</b> and test copies by the rental rate.
	Price is inclusive of Value Added Tax and machine insurance
	Genuine toners and parts used in re-charging supplies
	<b><u>Waived:</u></b> <ul style="list-style-type: none"> <li>- Delivery/Installation charge</li> <li>- Security/Refundable deposit</li> <li>- Interest for overdue unpaid rentals and/or charges</li> </ul>
	<b><u>Installation immediately upon delivery</u></b>
	<b><u>Billing Cycle:</u></b> Monthly

## II. Approved Budget for the Contract

1. The price quotation should not exceed the Approved Budget for Contract (ABC) of **Four Hundred Fifty Thousand Pesos (PhP450,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.
2. Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.
3. The price quotation must be valid for thirty (30) days from submission and should not be subject to change/increase during the implementation of the contract.

## III. General Conditions

4. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.
5. Copy of the company's PhilGEPS Registration Certificate is required to be submitted along with the quotation.
6. The sealed quotation shall be submitted personally or by mail to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 30 October 2020; 12:00 Noon.**
7. The bidder with the lowest calculated responsive bid shall be required to submit the following original documents for verification and validation purposes:
  - a. Mayor's Business Permit
  - b. Latest Income/Business Tax Return
  - c. Proof of PhilGEPS Registration Number

d. Notarized Omnibus Sworn Statement

8. The IC reserves the right to reject any or all Quotations/Bids, to annul the procurement process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

**IV. Delivery Terms**

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	Brand new or newly factory remanufactured/ non-surplus multi-functional paper copier device (copier and network printer and scanner), monochrome digital type, with back-to-back feature with certificate of remanufacturing by the original equipment manufacturer with provision of table for desktop type machines	5	5	<b><i>Within fifteen (15) calendar days upon receipt of Notice to Proceed</i></b>
2	Minimum number of back-up toner cartridge for each machine (excluding the ones installed on the machine upon delivery)	2	10	<b><i>Within fifteen (15) calendar days upon receipt of Notice to Proceed</i></b> and must be regularly replenished no longer than 2 days after report
3	On-site training on the operation and administration of the machine	(As may be required by the Lessee)	(As may be required by the Lessee)	(As may be required by the Lessee)

**V. Terms of Payment**

9. Monthly payment shall only be made based on monthly guaranteed usage per machine and actual copies yield within five (5) working days upon receipt of the company/supplier's billing statement.
10. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.
11. Any amount under this Agreement or Terms of Reference are inclusive of all applicable taxes and charges.

## **VI. Special Conditions/Other Documents Required for Awarding of Contract**

12. All bidders shall be required to submit the following documents, together with their Reply Slip Forms:
  - a. Proof of PhilGEPS Registration Number (1 Certified True Photocopy);
  - b. Mayor's Business Permit (1 Certified True Photocopy);
  - c. Latest Income/Business Tax Return (1 Certified True Photocopy);
  - d. Notarized Omnibus Sworn Statement

**The Lowest Calculated Bidder (LCB) may be required to present the original copies of the documents for verification/validation.**

## **VII. Limitation of Liability**

13. Subject to the Insurance Commission's obligation to pay the price due to the Supplier, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with this Terms of Reference (TOR) or the performance or observance of its obligations under this TOR and every applicable part of it shall be limited in aggregate to the Price.

## **VIII. Termination**

14. The agreement between the Insurance Commission and the Supplier shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date and completion of issues to be delivered.
15. Either Party may terminate the agreement upon notice in writing if the other is in breach of any material obligation contained in this Terms of Reference, which is not remedied (if it is capable of being remedied) within thirty (30) days of written notice from the other Party so to do.
16. Any termination of the agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or

by implication intended to come into or continue in force on or after such termination.

## **IX. Miscellaneous**

17. The failure of either party to enforce its rights based on the agreement under this Terms of Reference (TOR) at any time for any period shall not be construed as a waiver of such rights.
18. If any part, term or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
19. Neither Party shall be liable for failure to perform or delay in performing any obligation under this TOR if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least seven (7) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
20. It is understood that all the relevant provisions of the Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations-A (IRR-A) shall apply, govern, and complement the agreement arrived at under this TOR.

  
**REVELYN R. MOJICA**  
IC Division Manager  
Administrative Division



**REPLY SLIP**

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
\_\_\_\_\_  
**Business Registration No.:** \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.:** \_\_\_\_\_

After having carefully read and accepted the provisions under the Terms of Reference for the **One (1) Year Lease of Five (5) Units Multi-Functional Photocopying Machines for the IC (Ref. No. 2020-07-170)**, I/we quote you on the item at prices noted below:

<b>Item and Description</b>	<b>Cost Per Page Yield</b>	<b>Monthly Rental Cost Per Machine Based on Guaranteed Usage of 40,000 copies</b>	<b>Total Contract Amount for 12 Months (5 machines)</b>
<b>One (1) Year Lease of Five (5) Units Multi-Functional Photocopying Machines for the IC (Ref. No. 2020-07-170)</b>  <i>Note:</i>  1. Total cost should not exceed ABC of Four Hundred Fifty Thousand Pesos (PhP450,000.00). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.			

In compliance with the Terms and Conditions, **copies of the following required documents are enclosed:**

1. Proof of PhilGEPS Registration Number (1 Certified True Photocopy);
2. Mayor's Business Permit (1 Certified True Photocopy);
3. Latest Income/Business Tax Return (1 Certified True Photocopy);
4. Notarized Omnibus Sworn Statement

\_\_\_\_\_

Signature Over Printed Name of Supplier/  
Authorized Representative  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

## Omnibus Sworn Statement

---

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 2020 at \_\_\_\_\_, Philippines.

---

Bidder's Representative/Authorized Signatory