



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**REQUEST FOR QUOTATION**

The Insurance Commission (IC) invites all interested suppliers, **which are registered in the PhilGEPS**, to submit their lowest price bid proposal/quotation on the item listed below, subject to the following conditions and the attached **Terms of Reference (TOR)**:

<i>Item and Description</i>	<i>Approved Budget for Contract</i>
<p><b>One (1) Year Lease of Four (4) Units Multi-Functional Photocopying Machines for the IC (Ref. No. 2018-04-144)</b></p> <p><u>Guaranteed Monthly Usage:</u> 60,000 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. <b>If remanufactured, it should be certified remanufactured by the original equipment manufacturer</b></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 30 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 4 trays; 1 by-pass tray with minimum capacity of 95 sheets <b><i>If machine is brand new, paper handling should be minimum of 500 sheets/tray with minimum of 2 trays; and 1 by-pass tray with capacity of at least 95 sheets</i></b></li> <li>8. Paper handling trays must be able to accommodate A5 to A3 sizes and 60 to 200 gsm density paper/media</li> <li>9. Print Function Memory Capacity: Minimum of 2 Gig</li> <li>10. 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</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>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: 220/240 V A/C, 50/60 Hz, 10 A</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** enclosed with the attached Reply Slip Form must be submitted **not later than 12:00 Noon of 6 June 2018** at the following contact information:

**Contact person:** Ms. Jenina Roussel A. Vergara  
 IC Administrative Officer I

**Office Address:** 2<sup>nd</sup> Flr., Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila

**Telephone Nos.:** (02) 523-8461 to 70 loc. 120

**E-mail:** [jra.vergara@insurance.gov.ph](mailto:jra.vergara@insurance.gov.ph)

**PAULETTE G. DELGADO**  
 IC Administrative Officer III  
 Property and Supply Section  
 Administrative Division



## TERMS OF REFERENCE

### One (1) Year Lease of Four (4) Units Multi-Functional Photocopying Machines for the IC (Ref. No. 2018-04-144)

#### 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 and 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 30 seconds or less
	Fixing: heated roller fixing
	Density control: automatic and manual
	Paper Handling: minimum of 500 sheets/tray with minimum of 4 trays; 1 by-pass tray with minimum capacity of 95 sheets  For brand new machine, paper handling should be minimum of 500 sheets/tray with minimum of 2 trays; and 1 by-pass tray with capacity of at least 95 sheets.
	Paper handling trays must be able to accommodate A5 to A3 sizes and 60 to 200 gsm density paper/media
	Print Function Memory Capacity: Minimum of 2 Gig
	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: 220/240 V A/C, 50/60 Hz, 10 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 55 image or page per minute with up to 600 x 600 dpi output resolution For brand new machine, <b>copying and printing speed must meet a minimum of 30 images or pages per minute with up to 600 x 600 dpi output resolution.</b>
	Continuous copying; 1-999 copies
	Output paper size: A5 to A3
	Maximum Original size and maximum scan area: A3
	Reduction/enlargement: 25% to 400%
	With duplex automatic feeder with the following capacities: -minimum of 75 sheets capacity -accommodates A5 to A3 paper sizes -accommodates 39 to 128 gsm
	With electronic sorter Copy paper: regular or special paper ( <b>transparencies</b> ); 55 gsm up to 200 gsm
	Copy system: laser electronic transfer
	<b>First copy output time: 3.7seconds or less</b>
<b>3. Scanner Specifications:</b>	
	Interface: 10Base-T/100Base-TX
	Driver: TWAIN Driver, HDD TWAIN Driver
	Protocol: TCP/IP (FTP, SMB, SMTP, HTTP)
	<b>Minimum input speed: 30 image/page per minute</b>
	Minimum output resolution: 600 x 600 dpi
	Maximum scan area: A3
	Output Format: TIFF, Password protected PDF, PDF
	Documents can be saved in a server/PC (using SMB/FTP Protocol)
	Optical character recognition (OCR) capable
<b>4. Printer Specifications:</b>	
	HDD: at least 40gb (shared with the copier)
	<b>Print Resolution: minimum of 1200 x 1200 dpi</b>
	<b>Speed: minimum of 30 images/pages per minute</b>
	Languages: PCL5e, PCL 6, PostScript
	Interface: 10Base-T/100Base-TX, Parallel Port (IEEE 1284), USB 2.0
	OS Support: Windows 7 and 8, 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
	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



	<p><b><u>Waived:</u></b></p> <ul style="list-style-type: none"> <li>- Delivery/Installation charge</li> <li>- Security 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

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.

Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

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. Mode of Procurement

The mode shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 and Annex “H” of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

## IV. General Conditions

All entries in the quotation must be **typewritten in company's letterhead**, duly signed by the supplier/dealer or its duly authorized representative.

Price validity shall be for a period of 30 days from submission of quotation.

All bids shall include all applicable taxes and shall be considered as fixed prices. Same shall not be subjected to price escalation during contract implementation.

For verification purposes, the bidder with the lowest bid shall be required to present the original copy of the required documents upon submission, specified in Item VII of the Special Conditions/Other Documents Required for Awarding of Contract, as appropriate.

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.

## V. Delivery Terms

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
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	4	4	<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	8	<b><i>Within fifteen (15) calendar days upon receipt of Notice to Proceed and must be regularly replenished no longer than 5 days after report</i></b>
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)

## VI. Terms of Payment

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.

The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

Any amount under this Agreement or Terms of Reference are inclusive of all applicable taxes and charges.

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

All bidders shall be required to submit the following documents, together with their Reply Slip Forms:

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 as amended under GPPB Resolution No. 22-2013

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

#### **VIII. Limitation of Liability**

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.

#### **IX. Termination**

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.

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.

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.

#### **X. Miscellaneous**

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.

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.

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.

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.

*Paulette G. Delgado*

**PAULETTE G. DELGADO**  
IC Administrative Officer III  
Property and Supply Section  
Administrative Division

*ji*





Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**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 Four (4) Units Multi-Functional Photocopying Machines for the IC (Ref. No. 2018-04-144)**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Cost Per Page Yield</i>	<i>Monthly Rental Cost Per Machine Based on Guaranteed Usage of 60,000 copies</i>	<i>Total Contract Amount for 12 Months (4 machines)</i>
<b>One (1) Year Lease of Four (4) Units Multi-Functional Photocopying Machines for the IC</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 as amended under GPPB Resolution No. 22-2013

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