



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
Elliptical Road, Diliman, Quezon City 1101 Philippines  
Tel. Nos.: (02) 8928-4501 to 09 Fax No.: (02) 8926-7631  
<http://www.pca.da.gov.ph>

March 24, 2023

### REQUEST FOR QUOTATION

The Philippine Coconut Authority (PCA), through its General Services Division, will undertake a Small Value Procurement posted in PhilGEPS with DBM REF#9593553 for the "Rental of Photocopying Machines for the period of April to December 2023" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Rental of Photocopying Machines for the period of April to December 2023	Php. 333,000.00

The prospective bidders shall submit the following in a sealed envelope.

- SEC or DTI Registration Certificate
- Mayor's Permit or Business Permit
- PhilGEPS Registration
- Prescribed Omnibus Sworn Statement (10 items)


Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from March 22 to 28, 2023, 10:00am.

- Manual/physical submission in a sealed envelope at the General Services Division's office, 5<sup>th</sup> floor, PCA R&D Bldg., Diliman, Quezon City
- Via online or electronic submission at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

Attached is the Terms of Reference as Annex "A".

For inquiries, you may contact us at telephone no. 8-928-4501 loc. 406/408 or email us at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

Very Truly Yours,

  
**EDSEL B. PABELLANO**  
Division Chief III, GSD

*"A food-secure Philippines with prosperous farmers and fisherfolk"*



## TERMS OF REFERENCE

**PROJECT :** Rental of the following Copying Machine for the period of April 1 to December 31, 2023  
Item 1: 2 units Copying Machine  
Item 2: 3 units Copying Machine

**LOCATION :** PCA R&D Bldg., Diliman, Quezon City

### I. SCOPE OF WORK:

The supplier shall provide and install copying machines at the designated space provided by PCA with the following specifications:

For Item 1 (2 units) (Php. 225,000.00)

- Speed: Minimum of 70 copies / minute
- Standard network printing & scanning feature
- Built-in document feeder & duplexing unit for back to back copying and printing
- Built-in E-sorting features
- with 4 paper feed trays and multi-sheet bypass
- Scan once print many function
- Touch screen LCD interface
- Multiple copy up to 9,999
- Copy size from 8 1/2 X 11 X 17 or A4 to A3
- 25% to 200% reduction or enlargement function
- Automatic paper selection

For item 2 (3 units) (Php. 108,000.00)

- Speed: 35 copies / minute
- A5 to A3 copy size
- Touch screen LCD display
- Auto duplex copying
- Multi-sheet bypass tray (150sheets)
- Auto power saving
- Low noise and low emission
- With user password
- With automatic document feeder
- With 2 paper feed cassette trays
- Colored Scanning
- Memory Capacity 2GB

II. The minimum volume of copies per month are the following:

Item 1 (2 units): 40,000 copies (combined)

Item 2 (3 units): 5,000 copies each

III. The supplier shall install, adjust and test the machines at the place designated by the PCA and the supplier shall conduct thorough training to the operator/s that will be assigned by the PCA.

IV. The following shall be provided by the supplier at his account:

a. Consumables

- b. Spare parts replacement
- c. Service maintenance
- d. Operator training

**V. Maintenance Service:**

- a. The supplier shall make such regular inspections and adjustments such as are required to keep the machines in good working conditions.
- b. Service work will be carried out during regular working hours, 8:00am to 5:00pm, Mondays to Saturdays.
- c. If substantial volume is to be made at times other than the specified working hours, the Hirer must advise the supplier at least 24 hours of the preceding working day so that necessary service support can be made available.
- d. No charge will be made for the maintenance service including the consumables and the necessary replacement of parts in carrying out of repairs unless the replacement of parts and repairs are necessitated as a consequence of any of the following:
  - i. The use of the machines otherwise than in accordance with the supplier instruction for its use.
  - ii. The use of the machines in the manner not approved by the supplier or with materials inclusive of plain paper, toner, parts, etc, not approved by the supplier.
  - iii. Damage by accident or negligence.
  - iv. Willful damage.

VI. To determine the actual number of copies made by the machines, supplier's representative and the hirer's representative shall read the meter reading in each machine which shall be duly certified by both authorized representatives every end of the month.

VII. The net number of copies for a specific month is arrived at by deducting from the gross number of copies made by the number of spoiled copies. Copy of spoilage shall be 1% of the gross or actual spoilage copies, whichever is lesser.

VIII. The supplier shall issue an invoice for the minimum volume as stipulated in this agreement even if the actual number of copies is less than the minimum volume. The number of copies in excess of the minimum volume shall be charged by the supplier at a cost of their proposal per copy.

**IX. OTHER TERMS AND CONDITIONS:**

The prospective bidder shall submit the following documents together with their financial proposal in a sealed envelope on or before March 22 to 28, 2023, 10:00am at 5th floor PCA R&D Bldg. Elliptical Rd. Diliman, Quezon City

- a. SEC or DTI Registration
- b. Mayor's or Business Permit
- c. PhilGEPS Registration
- d. Prescribed Omnibus Sworn Statement (10 items)

Conforme:

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Bidder's Representative