



REQUEST FOR QUOTATION

The Tourism Infrastructure and Enterprise Zone Authority (TIEZA) through its Bids and Awards Committee undertake a Small Value Procurement for the **THREE (3) UNITS MANAGED PRINT SERVICES FOR THE USE OF TRAVEL TAX DEPARTMENT-PAD, TEZ FRONTLINE SERVICE AND OFFICE OF THE JOINT VENTURE SELECTION COMMITTEE (RENTAL FOR ONE (1) YEAR)**, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : THREE (3) UNITS MANAGED PRINT SERVICES FOR THE USE OF TRAVEL TAX DEPARTMENT-PAD, TEZ FRONTLINE SERVICE AND OFFICE OF THE JOINT VENTURE SELECTION COMMITTEE (RENTAL FOR ONE (1) YEAR)

P.R NO. : 20-03-0137 and 20-02-0086

Approved Budget for the Contract : Two Hundred Thirty Six Thousand Seven Hundred Forty Pesos Only (PhP236, 740.00)

Description : **1. 2 Units Copier Color (One Year Contract)**
Memory: 2.048 GB
Processor: 1.2 Ghz
HDD: 320 GB
Operation Panel: 8.0 in (20.3 cm) Color Graphics Display (CGD) with touch screen; rotating (adjustable angle) display
Print Speed: Up to 50ppm
Print Technology: pagewide
Print Resolution: 2400 by 1200 dpi
Paper handling standard/input: 100 sheet bypass, 500 sheet tray 1, 500 sheet tray 2
Duplex Unit: Yes standard
Paper Sizes: A4-Legal
Connectivity: USB 2.0, Ethernet 10/100/1GB BASE TX
Advance Features:
Secured scan to email/folder
Secured Printing

2. 1 Unit Copier Color (One Year Contract)

A3 Model
Memory: 7 GB
Processor: 1.2 Ghz
HDD: 320 GB
Operation Panel: 8.0 in (20.3 cm) touch screen; SVGA Color Graphic Display (CGD)
Print Speed: Up to 30ppm
Print Technology: laser
Print Resolution: 2400 by 1200 dpi
Paper handling standard/input: 100 sheet bypass, 520 sheet tray 1, 520 sheet tray 2 and fabricated copier table
Duplex Unit: Yes standard
Paper Sizes: A4-A3
Connectivity: USB 2.0, Ethernet 10/100/1GB BASE TX

Advance Features:
Secured scan to email/folder
Secured Printing

Delivery Location : 6th Floor, Tower 1 Double Dragon Plaza, Double Dragon Meridian Park, Macapagal Ave. cor. EDSA Extension, Bay Area, Pasay City

Delivery Schedule : 15 days after approval of sample and receipt of NTP

In line with the government's directive to ensure safety and prevent the spread of COVID-19, please be guided that the submission of the following documents shall be online.

Interested suppliers are required to submit electronic copy of the following:

1. Valid and current **Mayor's Permit**,
2. **Income/Business Tax Return**(*required for projects with ABC above Php500, 000.00*),
3. **PhilGEPS Registration Number**
4. **Omnibus Sworn Statement** (*see attached format*) duly notarized with attached **Secretary's Certificate** authorizing the representative (*If a partnership, corporation, cooperative, or joint venture*) in case unnotarized the bidders are required to provide the Notarized Omnibus Sworn Statement upon receipt of the Notice of Award and
5. **Price Quotation Form** (***BIDDERS ARE REQUIRED TO USE THE ATTACHED***) upon submission of proposal. The authorized representative as identified in the Omnibus Sworn Statement shall be the signatory in the proposal/price quotation form.

A password protected electronic copy of the quotation and above requirements (preferably in pdf/img/jpg format) shall be sent to the BAC Secretariat at tiezaonline.bacsec@gmail.com on or before 1:00 PM of June 18, 2020. Please indicate in the email subject the Name of the Project. **Deadline of submission is 1:00 PM of June 18, 2020.**

A system-generated acknowledgement reply shall be sent to the supplier's email indicating the actual date and time of receipt of the submission.

Interested suppliers shall send another email to the BAC Secretariat at tiezaonline.bacsec@gmail.com, indicating the password of the previously sent electronic files from 1:00 pm to 1:30 pm of June 18, 2020.

Please indicate the following in the email subject:

- PR No./Name of the Project/"Password"

Prior to the deadline of submission of quotations, a submitted quotation may be modified, revised, or replaced by the interested suppliers. They may send the modified or revised version of their electronic quotations and required documents to tiezaonline.bacsec@gmail.com prior to the scheduled bid opening.

Please indicate the following in the email subject:

- PR No./Name of the Project/"Modified Submission"

No modification or alteration of quotation shall be allowed after the abovementioned closing time and date.

Please note that quotations submitted beyond the deadline (late submission) shall not be opened and deemed disqualified.

Non submission of any of the required documents shall be a ground for disqualification.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above.

For inquiry, you may contact **BAC Secretariat at 8249-5986 Local 713/714**. Cellphone number **0998-539-0162**.

SGD
ENGR. NESTOR M. DOMALANTA
Chairperson
Bids and Awards Committee