



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-02-0101-2022-04-0125-1005-0148
Purchase Request No.:	02-0101-2022-04-0125

REQUEST FOR QUOTATION

Title of Procurement/End-user	: MANAGED PRINTING SERVICES FOR VISAYAS FIELD OFFICE
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: The contract implementation shall commence 30 days upon receipt of Notice to Proceed
Delivery Location	: Department of Energy Main – Visayas Field Office, Cebu City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **11 October 2022, Tuesday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications		
Item No.	Description/ Specification:	Total ABC
	<p>GENERAL OBJECTIVE</p> <p>The Department of Energy – Visayas Field Office (DOE-VFO) intends to procure a managed printing service for its printing needs in order to enhance the overall efficiency and productivity as well as improve environment sustainability and document security.</p> <p>The DOE-VFO shall require the Bidder to provide printers for “free use” and supply consumables (toners and ink) to the herein printer specifications stated in Item V Requirements and will charge the DOE-VFO based on the actual consumption of toners/ink.</p> <p>BIDDERS QUALIFICATION REQUIREMENTS</p> <p>a) Bidder must have at least three (3) years’ experience in printing services business.</p> <p>b) Bidder must be PhilGeps registered and possessing all the required documents.</p> <p>SCOPE OF WORK/DELIVERABLES</p> <p>a) Provision of three (3) units Color All-in-one Printers and four (4) Monochrome Printers for “free use” to the DOE-VFO.</p> <p>b) Supply and delivery of toners for the specified printers to be provided.</p> <p>c) Provision of monthly utilization report for the three (3) units Colour All-in-one Printers and four (4) Monochrome Printers to DOE-VFO.</p> <p>PRINTER - REQUIREMENTS AND SPECIFICATIONS</p>	Php200,000.00

1. Three (3) units Color All-in-one Printers Minimum Requirement

Technology	All-in-one Color Laser Printer
Function	Copy, Scan, Print, Fax
Print Resolution	600 x 600 dpi
Print Speed	Up to 21 ppm
Memory	At least 1 GB
Paper Handling	Duplex Printing
Standard Connectivity	Wired, Wireless
Scanner Type / ADF Scan	Flatbed scanner
Media Size	A4, Letter, Legal
Monthly Duty Cycle	30,000 pages

2. Four (4) units Monochrome Printers Minimum Requirement

Technology	Laser
Printing Output Type	Monochrome
Print Speed	Up to 35 ppm
Connectivity Technology	Wired
Interface	USB, LAN
Paper Handling	Duplex Printing
Media Load Type	Automatic, Manual
Media Size	A4, Letter, Legal
Monthly Duty Cycle	50,000 pages

TONER - REQUIREMENTS AND SPECIFICATIONS

Color All-in-one Printer Toners				
No	Item Description	Unit	Quantity	Pages Yield
1	Black Toner Cartridge	Cartridge	5	3,100 /cart.
2	Cyan Toner Cartridge	Cartridge	4	2,300 /cart.
3	Magenta Toner Cartridge	Cartridge	4	2,300 /cart.
4	Yellow Toner Cartridge	Cartridge	4	2,300 /cart.

Monochrome Printer Toners				
No	Item Description	Unit	Quantity	Pages Yield
1	Monochrome Toner Cartridge	Cartridge	27	3,200/cart.

Bid Detail Form

The Bidder shall submit their cost proposal that should include the quote detail form below:

Color All-in-one Printer Toners					
No.	Item Description	Unit	Quantity	Unit Price	Total
1	Black Toner Cartridge	Cartridge	5		
2	Cyan Toner Cartridge	Cartridge	4		
3	Magenta Toner Cartridge	Cartridge	4		
4	Yellow Toner Cartridge	Cartridge	4		
Subtotal A					

Monochrome Printer Toners					
No.	Item Description	Unit	Quantity	Unit Price	Total
1	Monochrome Toner Cartridge	Cartridge	27		
Subtotal B					

Total Bid Offer (Subtotal A +Subtotal B): _____

The Total Bid offer is inclusive of all taxes, delivery and other related costs including the free use of the required printer, repair and maintenance or replacement printers.

TERMS AND CONDITIONS

1. The winning bidder shall provide/supply Printer for free use to the DOE-VFO, located at 3rd Floor, Escario Building, 731 Escario Street, Capitol Site, Cebu City.
2. The winning bidder shall supply and deliver toners for the specified Printers.
3. The bidder shall conform strictly with all the terms and conditions of this Terms of Reference.
4. The bidder shall provide free on-site maintenance and technical support within the contract period.
5. All printers and toner units delivered to DOE-VFO which had been found defective shall be replaced by the winning bidder within three (3) working days upon receipt of report from DOE-VFO. Replacement printer shall be of the same specifications, or upgraded specifications, with that of the replaced printer.
6. The winning bidder shall be responsible for the disposal of empty cartridges.

	<p>7. Within the contract implementation, winning bidder shall ensure that the Color All-in-one Printers and Monochrome Printers are always in good working condition.</p> <p>8. Winning bidder shall be responsible for the conduct of troubleshooting/repair of all printing equipment.</p> <p>9. The winning bidder shall not charge the DOE-VFO on the replacement of parts and repair/troubleshooting of the printers.</p> <p>DURATION AND TERMS OF PAYMENT</p> <p>1. The duration of the contract shall be for the remaining months of 2022, specifically August to December 2022. The supply and delivery of toners shall be based on actual consumption or until such time that the Total Contract Price (TCP) has been fully consumed. However, in the event that the TCP has been consumed prior to end of the contract period, DOE has the option to source the toners from the Supplier based on the quoted price and subject to the same terms and conditions.</p> <p>2. The winning bidder shall bill the DOE-VFO based on the actual toners delivered.</p> <p>3. The winning bidder agrees to supply additional printer/s when the need arises as requested by the DOE-VFO.</p> <p>4. Payment shall be processed by the DOE-VFO upon receipt of the billing statement from the winning bidder.</p> <p>5. The winning bidder shall deliver the toners as per request of the DOE.</p> <p>6. The contract implementation shall commence 30 days upon receipt of Notice to Proceed.</p>	
<p>General Conditions:</p> <ol style="list-style-type: none"> 1. Quotation shall be valid for sixty (60) days from submission 2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (If applicable) 3. The following documents shall be attached/included in the submission of proposal/quotation: <ol style="list-style-type: none"> a) Mayor's / Business Permit b) PhilGEPS Registration Number/Certificate c) Income /Business Tax Return (For ABCs above 500k) d) Omnibus sworn Statement (Annex C) 4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee. 5. The Supplier shall clearly state the company name and account name for payment. 6. The price quoted is inclusive of all taxes and other charges. 7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR. 		