

DEPARTMENT OF TOURISM
National Capital Region
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Date: March 20, 2025

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
		PROJECT NAME: SUPPLY, DELIVERY, AND INSTALLATION OF RENTAL PRINTING AND PHOTOCOPYING MACHINE	
One (1)	Unit	BRIEF BACKGROUND: The DOT-NCR Regional Office is dedicated to serving our clients. The regional office frequently handles a high volume of paperwork, from contracts and proposals to reports and presentations, and compliance to auditing rules and regulations. However, the current printing and photocopying capabilities are limited, often leading to delays and inefficiencies. To streamline the workflow and meet the demands of our dynamic environment, the office is in urgent need of a rental printer and photocopying machines that can handle the workload with speed, reliability, and quality	
		I. OBJECTIVES: <ul style="list-style-type: none">➤ To increase productivity in the present working space;➤ To assure the safekeeping of office's personnel information and records;➤ To aid in the office's compliance to auditing rules and regulations.	
		II. SPECIFICATIONS / DELIVERABLES :	
		<ul style="list-style-type: none">• Date of Delivery: Within 5 working days of upon confirmation of Purchase Order Unit Specifications: <ul style="list-style-type: none">- Rental of Multifunction Printer and Photocopying Machine for 12 months- 1 (one) Unit- Monochrome Printing- Must have the functions such as Print, Copy, Scan- Must have at least 2 trays to cater the following paper sizes: A4, Legal Size, Short- Must have a USB Port and can directly print from flash drive memory- With Network Print and Scan, via Wifi Network- Inclusive of Consumables and Parts (Toners, etc.)- With Document Feeder- Machine amenable to print back-to-back- Inclusive of printing 50,000 pages Service Specifications: <ul style="list-style-type: none">- Indication of unit and specifications on the- Must include two-time installation of the unit (In anticipation to the office relocation)- Free Service Warranty and preventive maintenance- With On-line support and On-site support- Replacement of units if defective and unserviceable- In excess of 10,000 pages must be billed separately and monthly to the DOT-NCR Regional Office (with page breakdown), excess copies will be charged 0.50 c per page Budget Breakdown: Fixed Cost of 5,000/unit x 1 Unit x 12 months Total Cost of: Php 60,000.00	
		Documentary Requirements to be Submitted:	
		<ul style="list-style-type: none">• Mayor's Business Permit• PhilGEPS Registration Number• Notarized Omnibus Sworn Statement	

		<div>Approved Budget for the Contract (ABC): Php 60,000.00 Pesos : Sixty Thousand Only <i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</i></div>	
		<div>Contact Persons: Ms. Jenny Anne Paul D. Gatus – jdgatus@tourism.gpv.ph</div>	
		<div>Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address: DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 7840 Makati Avenue, Poblacion, Makati City</div>	
		<div>Note: Deadline of submission is on March 26, 2025 at 8:00 am</div>	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you!

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

Email ADDRESS

TIN:

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME