



PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila

REQUEST FOR PROPOSAL

Date: _____

RFP No.: _____

Company Name: _____

Address: _____

TIN: _____

Business Permit No.: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the back portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____.

Open quotations may be submitted, manually or through facsimile or email at the address and contact number indicated below.

Sgd.

ALBERT S. DELA CRUZ

Chief, Procurement Office

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item Description	Qty.	Unit of Issue	Approved Budget for the Contract (ABC)	OFFER				
				Price		Compliance with Technical Specifications (please check)		Remarks
				Unit Price	Total Price	Yes	No	
RENTAL OF PHOTOCOPYING MACHINES <u>A. Coverage</u> 1. Rental Period - One (1) Year or Twelve (12) months 2. Delivery, installation and configuration of six (6) units photocopying machines with average monthly consumption of 45,000 copies per month to be installed at designated areas within the university 3. Complete testing of all equipment 4. Regular service and maintenance during the rental period <u>B. General Requirements</u> 1. Number of Copiers - Six (6) 2. Combined System - with minimum copy volume requirement of 45,000 copies per month for the six (6) units (.85¢/copy) 3. In excess of minimum copy volume - .85¢ copy 4. Free Consumables such as toner, developer, drum and other items needed for the smooth operation of the copier 5. Free maintenance service (weekly or as the need arises) 6. Free comprehensive training of PLM personnel 7. Free spare parts replacement 8. Free delivery and installation charges <u>C. Minimum Specifications of the Copier:</u> 1. Type: Multi Function Digital Copier, Network Printer & Network Scanner; Model with LCD Display, user friendly and able to deliver high quality copies 2. At least 35 cpm/ppm; with Automatic Feeder; warm up time - less than 60 seconds; copier resolution - at least 600 x 600 dpi; paper size - up to A3; first copy out time - less than 6 seconds; zoom range - 25% up to 400% ; automatic electronic sorter;	1	lot	459,000.00					

<p>3. Paper Trays - at least 2 trays (500 sheets per tray); Multi sheet By-pass tray</p> <p>Power requirements - local power voltage</p> <p>4. With scanning features, capable of being connected to a computer/ or network ;</p> <p>file format - TIFF, PDF; scan size - up to A3</p> <p>5. Brand new or remanufactured (Remanufactured unit shall be at most four years old).</p> <p><u>D. Support Service</u></p> <p>1. The contractor's technical support must have a 2 hour response time to answer to service calls/texts. The resolution time shall be within 24 hrs after response, subject to penalty of one tenth of 1% of monthly billing for each day of delay.</p> <p><u>E. Testing and Delivery</u></p> <p>1. Testing must be done upon delivery of the machines. Testing must meet the specifications stated in the TOR.</p> <p>2. Delivery must be made with seven (7) calendar days upon signing of contract</p> <p><u>F. Terms of Payment</u></p> <p>1. All payments shall be subject to existing accounting and auditing rules and regulations</p> <p>2. All payments shall be subject to deductible spoilage of two percent if exceeding the guaranteed copies per month. Scanning shall be free of charge.</p> <p>3. Meter reading shall be done on the last working day of each month</p> <p>4. Payment shall be made monthly, payable on or before the 15th working day of each month, provided a written request and complete documents are submitted to the Property and Supplies Office. The monthly billing and copy of reading per unit shall be submitted to the Property Office on or before the 2nd working day of the following month.</p> <p><u>G. Other Requirements, Terms and Conditions , Other Miscellaneous</u></p> <p><u>Provisions shall be included in the Terms of Reference</u></p> <p><u>H. Computation of Estimated Cost</u></p> <p>Guaranteed Copy 45,000 copies per month x .85¢ per copy x 12 months</p>							
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This is to certify that I personally conducted the canvass and that the data herein are true and correct.

Payment Terms: _____

Delivery Period: _____

(Signature over Printed Name)

Tel. No.: _____

Mobile No.: _____

E-Mail: _____

Sgd.

NOLI C. DISCAYA, JR.

Canvasser

Mobile No.: 0917-5794712

Email Add.: ncd_unyo@yahoo.com

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