

**Republic of the Philippines**  
**NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY**  
Regional Office No. IV- A (CALABARZON)  
NEDA Region IV-A, Barangay Milagrosa, Calamba City, Laguna  
Tel. No.(049) 502-0250

**REQUEST FOR QUOTATION**

RFQ No. **NEDA2020-02-003**  
Date: **Feb. 12, 2020**

**Name of Supplier:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Contact No.** \_\_\_\_\_

Gentlemen:

Please quote your latest price (s) to the government **inclusive of government tax** on the following item(s). Bidders may use this form or the bidder's company stationery, duly signed by its authorized signatory/ies, and must be submitted personally to the address above or through email at [gs.neda4a@gmail.com](mailto:gs.neda4a@gmail.com) on or before 12:00 noon of **Feb. 17, 2020** . Bids should not exceed the approved budget for the contract in the amount of **PHP 120,000.00** .

Very truly yours,

  
**LUIS G. BANUA**  
Regional Director

Quantity	Unit	Description/Specification of Items	Estimated Unit Cost	Bid Offer
17,857 (max)	copy	One (1) Year Rental of Digital Photocopying Machine:		
per month		TECHNICAL SPECIFICATIONS		
		<b>Copy Volume Range:</b>		
		a. Copy Volume Range: 5,000 to 17,857 copies/month: with a cost at approximately 56 centavos per copy (inclusive of all applicable government taxes and charges)		
		b. Allowable Spoilage: 2%		
		c. No minimum Copy Requirement		
		Machine Specifications:		
		a. Back to Back Printing (Duplex), Electronic Sorting (Collation), Reverse Automatic Document Feeder (RADF), Enlarge or reduce, Staple, and in good operating condition		
		b. Copies per minute: at least 40 pages per minute		
		c. Magnification: 25% - 400% reduction/enlargement		
		d. Copy resolution: at least 600 x 600 dpi		
		<b>Maintenance Services:</b>		
		a. Regular inspection and maintenance to keep the photocopying machine in good order;		
		b. Regular supply/delivery of consumables regardless of operating time/number of copies free of charge;		
		c. Replacement of defective parts shall be free of charge;		

		d. On call customer service/technician who shall respond within 8 hours to service calls upon advice of the end-user, and replacement of defective parts within the next 24 hours.		
		e. Availability and delivery of service unit after 48 hours in the event of machine breakdown, with the same/higher machine specifications.		
		<b>Terms of Payment:</b>		
		a. NEDA IV-A shall pay the flat rate of the bid price VAT inclusive based on a meter reading less 2% allowance for spoiled copies or 2% discount on actual copy prints registered in monthly meter reading. However, spoilage can be based on the spoiled copies or 2% of the actual meter reading whichever is higher.		
		b. Payment instruction: Submission of Monthly Statement of Account and original copy of Sales Invoice with Monthly Consumption Report and Meter Reading Report witnessed and verified by the end-user representative as basis for the monthly payment of copier charges.		
		c. Payment shall be made through Landbank's LDDAP-ADA facility. In case of accounts maintained in other banks, bank transfer fees shall be chargeable to the creditor's account.		
		<b>*****NOTHING FOLLOWS*****</b>		

We are pleased to quote on the foregoing list our lowest price(s) on item(s) indicated, the condition set forth above.

JONALYN SIBUCAO

Canvassed by:

\_\_\_\_\_  
Estimated by:

(Signature over Printed Name)

Position : \_\_\_\_\_

Tel. No. : \_\_\_\_\_