



PORO POINT MANAGEMENT CORPORATION

A Member of the Bases Conversion and Development Authority

Gov. Joaquin L. Ortega Avenue, Poro City of San Fernando, La Union

Tel No. 242 0684 Email address: ppmcbacksecretariat@gmail.com



REQUEST FOR QUOTATION

Date: _____

Business Name

Business Address

PhilGEPS Reg. No.

TIN

Tel No.

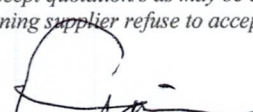
E-mail address

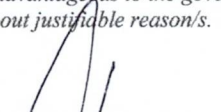
Please quote your lowest price for the **RENTAL OF PHOTOCOPYING MACHINE** using this form or your letterhead following the format below. Please take note of the following details.

1. The Approved Budget for the Contract (ABC) is **Sixty One Thousand Six Hundred Thirty Two Pesos Only and 00/100 (Ph61,632.00)**
2. Any quotation in excess of the ABC will be automatically rejected. Poro Point Management Corporation is VAT Registered.
3. Quotation must be submitted on or before **December 23, 2024 at 10:00 am**.
Quotation must be submitted in sealed envelope for manual submission at PPMC Administration Building, Governor Joaquin L. Ortega Avenue, Poro Point Freeport Zone, Poro, City of San Fernando, La Union on or before **December 23, 2024 at 10:00 am**.
Quotation submitted by email should be sent to the following email address: ppmcbacksecretariat@gmail.com
4. Mode of Procurement: NP 53.9 – Small Value Procurement
5. Send the said quotation together with the following documents:
 - a. Mayor's/Business Permit
 - b. PhilGEPS Registration Number
 - c. Omnibus Sworn Statement

N.B. Procuring Entities already maintaining an updated file of any of the bidder's abovementioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission.

PPMC reserves the right to accept or reject any or all of the quotations or formally waive any defect or minor deviations therein, or to accept quotation/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning supplier refuse to accept the award without justifiable reason/s.


MR. DINO D. PAOLO GARCIA
Procurement Assistant


MR. CARLO S. ESCALONA
Procurement Officer


MS. CHARLOTTE C. BANDOLIN
Administrative Officer

Per request, below is/ are the price(s) of the article(s)/ service(s) as indicated in the Unit Price:

Quantity	Unit	Specifications	Approved Budget of the Contract	Unit Cost (VAT – Inclusive)	Total Cost (VAT – Inclusive)
1	LOT	<u>Rental of Photocopier:</u> The photocopier must have the following specifications: Laser Jet Photocopier Type: A3 - Monochrome w/ ADF (Print/Scan/Copy); Print Speed: 22 ppm B/W; Resolution: Up to 1200 x 1200 dpi; Memory: 512 MB; Duty Cycle: Up to 50,000 pages per month; Connectivity: Hi-Speed USB 2.0 Device, Ethernet 10/100 Base TX; Added Function: Auto Duplex, Secure Printing, Job Accounting, Scan to PC/USB/Network, Mobile Printing. Free supply of 12 units of Toner	61,632.00		



PORO POINT MANAGEMENT CORPORATION

A Member of the Bases Conversion and Development Authority

Gov. Joaquin L. Ortega Avenue, Poro City of San Fernando, La Union

Tel No. 242 0684 Email address: ppmcbacsecretariat@gmail.com



		Free supply of 2 units of Drum Cartridge Free Comprehensive Maintenance of Photocopier which includes replacement of printer spare parts and service/repair and maintenance, if needed. If the photocopier needs to be repaired, the supplier shall provide free use of back-up printer. Payment: Every delivery of Toner and Drum Cartridge			
--	--	--	--	--	--

TERMS AND CONDITIONS:

Payment Term

30 Days

Delivery Period

3 to 5 days upon request

Price Validity

30 Calendar Days

We hereby certify that we have prepared, checked and reviewed this quotation. This quotation is valid unless revoked in writing which should be made prior to our receipt of your Purchase Order.

Name of Authorized Representative

Signature

Position Title/ Designation
