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**PERMANENT MISSION OF THE REPUBLIC OF THE PHILIPPINES TO THE**

**UNITED NATIONS**

**Bids and Awards Committee**

**REQUEST FOR QUOTATIONS**

The Permanent Mission of the Republic of the Philippines to the United Nations, through the General Appropriations Act, intends to apply the sum of US DOLLARS: FIVE HUNDRED SEVENTY-FIVE PER MONTH (US$575.00) PLUS ADDITIONAL COST FOR INSURANCE TO BE PROVIDED BY THE SUPPLIER UPON SIGNING OF THE CONTRACT, the Approved Budget for the Contract (ABC), for the eligible payments under the contract for the LEASE OF THREE (3) UNITS OF UPGRADED BRAND NEW 3-IN1 PRINTER/SCANNER/PHOTOCOPYING MACHINES FOR THE PERMANENT MISSION OF THE PHILIPPINES TO THE UNITED NATIONS IN NEW YORK, LOCATED AT 556 FIFTH AVENUE, 10036, NEW YORK, NEW YORK USA. Quotations in excess of the ABC shall be automatically rejected at Bid Opening.

The Permanent Mission of the Republic of the Philippines-Bids and Awards Committee (NYPM-BAC) requests quotations for the said project, described as follows:

|  |  |  |
| --- | --- | --- |
| Lot No. | Project Specification | ABC (US$) |
| 1 | LEASE OF THREE (3) UNITS OF UPGRADED BRAND NEW 3-IN-1 PRINTER/SCANNER/ PHOTOCOPYING MACHINES FOR THE PERMANENT MISSION OF THE PHILIPPINES TO THE UNITED NATIONS IN NEW YORK, LOCATED AT 556 FIFTH AVENUE, 10036, NEW YORK, NEW YORK USA.LEASE PERIOD: 60 MONTHS / 5 YEARS | US DOLLARS: FIVE HUNDRED SEVENTY-FIVE PER MONTH (US$575.00)PLUS ADDITIONAL COST FOR INSURANCE TO BE PROVIDED BY THE SUPPLIER UPON SIGNING OF THE CONTRACT |

NYPM-BAC has opted to proceed online meetings and conferences. Following is the schedule of activities for the said Project:

|  |  |
| --- | --- |
| Procurement Activity | Date |
| Pre-Submission Conference | None. All queries will have to be submitted by email to the Administrative Officer of the Mission (rozelin.sol@dfa.gov.ph), as indicated in the Request for Quotation. |
| **Deadline of Submission of Bids** | **3:00pm, 16 March 2023 (Thursday)** |
| Opening and Evaluation of Bids | 3:00pm, 17 March 2023 (Friday) |

Delivery, assembly, and installation of the items in the attached Terms of Reference is required within fifteen (15) business days from the Issuance of the Notice to Proceed. Those who submitted Quotations should have completed within three (3) years prior to the date of submission and receipt of bids, a contract similar to the Project.

Quotations must be sent by email to:

Ms. Rozelin Rochette D.J. Sol (Administrative Officer and Attaché)

rozelin.sol@dfa.gov.ph

+1 212 764 1300 local 115

+1 917 288 0988

Address:

Permanent Mission of the Philippines to the United Nations

556 Fifth Avenue, 10036, New York

New York USA

NYPM-BAC reserves the right to accept or reject any submission, to annul the procurement process, and to reject all quotations submitted at any time prior to contract award, without thereby incurring any liability to the affected parties.

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**PERMANENT MISSION OF THE REPUBLIC OF THE PHILIPPINES TO THE**

**UNITED NATIONS**

**Bids and Awards Committee**

**TERMS OF REFERENCE**

Project Title: LEASE OF THREE (3) UNITS OF UPGRADED BRAND NEW 3-IN1 PRINTER/SCANNER/PHOTOCOPYING MACHINES FOR THE PERMANENT MISSION OF THE PHILIPPINES TO THE UNITED NATIONS IN NEW YORK, LOCATED AT 556 FIFTH AVENUE, 10036, NEW YORK, NEW YORK USA.

Contract Price: US DOLLARS: FIVE HUNDRED SEVENTY-FIVE PER MONTH (US$575.00)

PLUS, ADDITIONAL COST FOR INSURANCE TO BE PROVIDED BY THE SUPPLIER UPON SIGNING OF THE CONTRACT

Lease Period: 60 Months / 5 years

SCOPE OF WORK

Delivery Address: Permanent Mission of the Philippines to the United Nations in New York, located at 556 Fifth Avenue, 10036 New York, New York USA

Scope:

1. Supply and deliver the following:
2. Three (3) units: Brand new 3-in-1 printer/scanner/photocopying machines
3. Each unit must meet the following specifications:
4. Unit Canon Image Runner Advance C5850;
5. Unit Canon Image Runner Advance 4845;
6. Unit Canon Image Runner Advance 527iF

d. Black & White – 60 months warranty including toner & unlimited copies;

e. Color – 60 months warranty including toner & 60,000 copies with overage at $0.06 per

 copy;

 f. Offer guarantee: 60 months price lock with no increase in 60 months (5 years);

 g. Services included: 14 hours IT support, set up & installation to networking scan/print,

 delivery & freight, pick up & return to lease company with no charge.

**REQUEST FOR QUOTATION**

Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Store/Shop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Bids and Awards Committee of the Permanent Mission of the Philippines to the United Nations (NYPM-BAC) intends to procure the LEASE OF THREE (3) UNITS OF UPGRADED BRAND NEW 3-IN1 PRINTER/SCANNER/PHOTOCOPYING MACHINES FOR THE PERMANENT MISSION OF THE PHILIPPINES TO THE UNITED NATIONS IN NEW YORK, LOCATED AT 556 FIFTH AVENUE, 10036, NEW YORK, NEW YORK USA.

Please quote your best offer for the items described herein, subject to the Terms and Conditions provided in the last page of this document. Submit your quotation duly signed by you or your duly authorized representative **not later than 3:00pm, 16 March 2023 (Thursday)** by email to:

Ms. Rozelin Rochette D.J. Sol

Administrative Officer and Attaché

rozelin.sol@dfa.gov.ph

+1 212 764 1300 local 115

+1 917 288 0988

Address:

Permanent Mission of the Philippines to the United Nations

556 Fifth Avenue, 10036, New York

New York USA

A notarized Omnibus Sworn Statement is required to be submitted prior to any award.

Please feel free to contact Ms. Sol for further information.

 **Bids and Awards Committee**

 **Permanent Mission of the Philippines to the United Nation**

**INSTRUCTIONS**

1. Accomplish this Request for Quotation (RFQ) correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

**SUBMISSION**

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

| **Item/Technical Specifications** | **Yes** | **No** | **Remarks** | **Price\*** |
| --- | --- | --- | --- | --- |
| 1. Five years / 60 months lease of  three (3) units of upgraded brand  new 3-in-1printer/scanner/  photocopying machines, each  with the following specifications:a. Unit Canon Image Runner  Advance C5850;b. Unit Canon Image Runner  Advance 4845; c. Unit Canon Image Runner  Advance 527iFd. Black & White – 60 months  warranty including toner &  unlimited copies;e. Color–60 months warranty  including toner & 60,000 copies with overage at $0.06 per copy;f. Offer guarantee: 60 months price  lock with no increase in 60 months  (5 years);g. Service included: 14 hours IT  support, set up & installation to  networking scan/print, delivery &  freight, pick up & return to lease  company with no charge. |  |  |  |  |
| Delivery, assembly, and installation of the items in the attached Terms of Reference is required within 4 calendar days from the Issuance of the Notice to Proceed.  |

\* Please indicate “0” if item being offered is for free.

**TERMS OF PAYMENT**

The provider shall be paid in full upon successful installation of the three (3) unit of upgraded brand new 3-in-1 printer/scanner/photocopying machines and submission of required supporting documents, i.e, order slips and/or itemized billing statements, by the supplier, provided that these documents are submitted within three (3) business days from acceptance of the Notice of Award and Notice to Proceed. **All checks shall be made payable to (please provide the name of the company or individual)**:

Write the name of the company or individual:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINANCIAL OFFER**

Please quote your best offer for the item below. Please do not leave any blank items.

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| --- |
| LEASE OF THREE (3) UNITS OF UPGRADED BRAND NEW 3-IN1 PRINTER/SCANNER/PHOTOCOPYING MACHINES FOR THE PERMANENT MISSION OF THE PHILIPPINES TO THE UNITED NATIONS IN NEW YORK, LOCATED AT 556 FIFTH AVENUE, 10036, NEW YORK, NEW YORK USA.  |
| Approved Budget for the 60 months/ 5 years Lease Contract | Total Offer(Please indicate amount in words and figures) |
| US DOLLARS: FIVE HUNDRED SEVENTY-FIVE PER MONTH (US$575.00)PLUS ADDITIONAL COST FOR INSURANCE TO BE PROVIDED BY THE SUPPLIER UPON SIGNING OF THE CONTRACT  |  |

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in US Dollars, shall not include all taxes, duties and/or levies payable. The procuring entity, the Permanent Mission of the Philippines to the United Nations in New York, is a tax-exempt entity.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation that is most advantageous to the procuring entity and which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Delivery, assembly, and installation of the items in the attached Terms of Reference is required within 4 calendar days from the Issuance of the Notice to Proceed.
9. NYPM-BAC and Mission’s Property Officer, Mr. Ronald C. Maniago shall have the right to inspect and/or to test the goods to confirm their conformity with the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, NYPM-BAC shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. The provider shall be paid for the delivery/installation charge upon successful installation of the three (3) units of upgraded brand new 3-in-1 printer/scanner/photocopying machines and submission of required supporting documents, i.e, order slips and/or itemized billing statements, by the supplier, provided that these documents are submitted within three (3) business days from acceptance of the Notice of Award and Notice to Proceed. The monthly payment for the lease will start upon complete installation and delivery.
12. The Terms of Conditions signed by the winning bidder shall form part of the contract governing this transaction.

I hereby understand and agree to the Terms and Conditions set forth in this Request for Quotation.

Name and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_