



Republic of the Philippines
Philippine Merchant Marine Academy
San Narciso, Zambales

February 28, 2020
Date



REQUEST FOR QUOTATION

The Philippine Merchant Marine Academy through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement for the "SUPPLY AND DELIVERY OF COPIER MACHINE FOR REGISTRAR UNIT" in accordance with Section 53.9 of the Implementing Rules and Regulations of the Republic Act No. 9184 and DBM Circular Letter no. 2018-8.

Name of project : SUPPLY AND DELIVERY OF COPIER MACHINE FOR REGISTRAR UNIT

Approved Budget for: Seventy Two Thousand Pesos
The Contract (ABC) 72,000.00)

Specification : See Attached Annex "A" for the specifications

Location : PMMA Complex, San Narciso, Zambales

Delivery Term : Within 7 calendar days upon receipt of Notice to Proceed

PMMA - Main Site
PMMA Complex,
Brgy. Natividad,
San Narciso, Zambales,
2205 Philippines

Tel: (047) 913-4396

PMMA - Assessment
Center, Training Center,
Graduate School
3rd and 4th Floor,
Marsman Building,
Philippine Port Authority,
South Harbor Port Area,
Manila, Philippines

Tel: (02) 714-3719
Assessment Center

Tel: (02) 523-0451
Training Center
Graduate School

www.pmma.edu.ph

BIDS AND AWARDS
COMMITTEE

Request for Quotation

Interested suppliers are required to submit their valid and current Mayor's Permit, PhilGEPS Registration Number or PhilGEPS Platinum Membership, Income/Business Tax Return, Omnibus Sworn Statement with Authority of Signatory, upon submission of quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated in Annex "A" and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 5:00 p.m. of March 04, 2020 at the PMMA BAC Office, PMMA Complex, San Narciso, Zambales. Thru LBC or Hand Carry or you can send to pmmabac@gmail.com.

For Inquiries, you may contact us at tel. nos. 047-913-4396 loc.172



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ANNEX A"

Price Quotation Form

Date: _____

The BAC Chairperson
 PMMA Complex, San Narciso, Zambales

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items/s as follows:

| Description | UNIT | Item/Specification | Quantity | Unit Price | Total Price |
|--|------|--|----------|------------|-------------|
| SUPPLY AND DELIVERY OF COPIER MACHINE FOR REGISTRAR UNIT | unit | Photo copying machine | 1 | | |
| | | Specifications: | | | |
| | | • With automatic feeder and 2 tray (500 sheets) | | | |
| | | • Copy/print/scanning speed | | | |
| | | • 20 cpm/20ppm | | | |
| | | • 999 continous copy | | | |
| | | • Paper capacity: max 1,850-sheets/standard 350-sheets | | | |
| | | • First copy time-6.4 seconds | | | |
| | | • Warm up time-25 seconds | | | |
| | | • Zoom range: from 25% to 400% | | | |
| | | • Automatic document feeder/duplex printing | | | |
| | | • Networking printing | | | |
| | | • Network capable | | | |
| | | • Fat printing with sharp technology | | | |
| | | • Pre-heat/auto power shut-off modes | | | |
| | | • Speedy copying and | | | |



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|--|--|---|--|--|--|
| | | quick first time copy | | | |
| | | <ul style="list-style-type: none">• Full color scanning capability | | | |
| | | <ul style="list-style-type: none">• 600 x 600 dpi | | | |
| | | Service and accessories included: <ul style="list-style-type: none">• Free 10,000 copie• Free training for users• Free delivery and installation• Free table, 2 ream short, 2 long | | | |

(Amount) _____ (Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name and Address of Company

Contact No./E-mail Address

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