



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10022947
Procuring Entity DBP LEASING CORPORATION
Title Supply and Delivery of Black and White Toners with Free Use of Printer
Area of Delivery Metro Manila

Solicitation Number:	TOR NO. 2023-07-003	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	7
Category:	Office Equipment Supplies and Consumables	Date Published	09/08/2023
Approved Budget for the Contract:	PHP 100,000.00	Last Updated / Time	09/08/2023 00:00 AM
Delivery Period:	10 Day/s	Closing Date / Time	17/08/2023 17:00 PM
Client Agency:			
Contact Person:	Donisa L. Bacalan Marketing Assistant/BAC Secretariat 2nd Floor Pacific Star Building Sen. Gil J. Puyat Ave. cor. Makati Ave. Makati City Metro Manila Philippines 1200 63-2-09195699711 dlbacalan@dbp-leasing.ph		

Description

A. PROJECT DESCRIPTION

Procurement of 80 black and white toners with provision of free use of 4 printer units with scanner to be used within one (1) year or until the 80 toners are fully consumed.

Note: DBM-PS only carries toners but does not provide free use of printers. Free use of printers allows us to save on maintenance costs and paying for the printer units.

B. MODE OF PROCUREMENT

Small Value Procurement

C. DESCRIPTIONS / TECHNICAL SPECIFICATIONS

Provide (free use) of four (4) units of Printers with Scanner which have the following specifications:

Printer:

o Print, Scan, Copy and Fax

o Network capable

o Wireless capable

o Automatic Duplex Printing

o Paper Size: A4, Oficio, Legal, Letter, Envelope

- o Page Yield: minimum of 2000 pages
- Toner must not exceed unit price of Php1,250.00 per toner
- Free replacement of consumables and printer parts
- Free regular monthly check-up/ maintenance of printer units
- Free printer repair service
- Free printer parts
- Free unlimited emergency check-up / maintenance of printer (supplier must be able to check the unit within 3 working days from date of reporting of the breakdown)
- Supplier must provide replacement printer unit with compatible toner in case of existing unit will be pulled out for repairs

To supply toners for the free printers to be assigned to:

1. Legal Services Group (LSG) / Finance Group (FG)
2. Executive Group (EG)
3. Operations Group (OG) / Support Services Unit (SSU)
4. Accounts Management Group (AMG) / Credit Review and Evaluation Group (CREG)

Services to be Performed by the Winning Bidder:

Demonstrate on use of printer and toner installation to the Admin and IT Personnel.

Install/ set up the printer and scanner to the DBPLC premise

Provide four (4) units of printers (free use)

Monthly service maintenance on printers assigned to DBP Leasing

D. PLACE OF DELIVERY

2/F Pacific Star Building, Sen. Gil J. Puyat Ave. Cor. Makati Ave. Makati City 1200

E. DELIVERY PERIOD

Delivery in Tranches – within ten (10) working days upon issuance of Purchase Order.

F. SOURCE OF FUND

Stationaries & Supplies - Toners

G. TERMS OF PAYMENT

Progress Billing:

First Billing - within fifteen (15) banking days after delivery and acceptance of printers and first batch of toners subject of the Purchase Order and upon submission of Sales Invoice/ Statement of Account and Delivery Receipt.

Succeeding Billings – within fifteen (15) banking days after delivery and acceptance of toners subject of Purchase Order and upon submission of Sales Invoice / Statement of Account and Delivery Receipt.

H. OTHERS

Printers that are for free use shall be delivered together with the first batch of Purchase Order.

Demo Requirements – Providers shall provide a full demo during the evaluation period of DBPLC – BAC Technical Working Group.

(Special Instructions)

- Purchase order will be issued for your reference.
- Contract will expire once all toners are consumed.

Interested supplier/service provider is required to submit the following documents:

- Valid and current Mayor's Permit/Business Permit
 - Omnibus Sworn Statement (OSS)
 - Tax Clearance and Tax Identification Number
 - PhilGEPS Registration Number
 - Certification of Completion / Satisfactory Performance
- (if supplier has previously been awarded by DBP or any of its subsidiaries of a similar contract)

Created by Donisa L. Bacalan

Date Created 08/08/2023

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