



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES  
CONSOLATO GENERALE DELLA REPUBBLICA DELLE FILIPPINE  
MILAN

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BULLETIN BOARD  
15 DIC. 2023

REQUEST FOR QUOTATION

Procurement of Office Equipment for the Philippine Consulate General in Milan

Date: 15 December 2023

TO : All Eligible Bidders

The Philippine Consulate General –Milan, through its Bids and Awards Committee (BAC), invites Suppliers to bid for the hereunder project:

- Name of Project : Rental of Office Equipment- Photocopy Machines for the Philippine Consulate General in Milan, for the period 01 January 2024 to 31 December 2024
- Brief Description : Rental of two (2) photocopy machines for the official use of the of Philippine Consulate General-Milan for the period 01 January 2024 to 31 December 2024
- Procurement Mode : GPPB Resolution no. 28-2017 (Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas
- Approved Budget : 6,000.00 Euros inclusive of all applicable taxes.
- Contract Duration : One (1) year.

In accordance with the attached Request for Quotation (Annex A), prospective bidders shall provide accurate information and **submit the Price Quotation Form not later than 12:00 p.m. on 22 December 2023.**

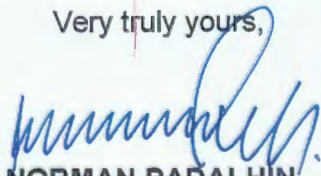
Open quotations shall be submitted personally at the Philippine Consulate General – Milan, Viale Stelvio 71 – Via Bernina, 18 20159, Milan, Italy or electronic mail (philcongenmilan@gmail.com)

The Philippine Consulate General – Milan reserves the right to accept or reject any or all quotations and to impose additional terms as it may deem proper.

For inquiries, you may contact the BAC Secretariat of the Philippine Consulate General – Milan, at telephone number +39 02 668 25232.

Very truly yours,



  
NORMAN PADALHIN  
BAC Chairperson

## TERMS OF REFERENCE

### I. ITEM FOR PROCUREMENT

Rental of Office Equipment-Two (2) Photocopy machines for Official use of the Consulate General in Milan for the period 01 January 2024 to 31 December 2024

### II. APPROVED BUDGET FOR THE CONTRACT

Euros 6,000.00).

### III. BASIC TERM

The term of the contract shall be for a period of one (1) year from 01 January 2024 to 31 December 2024.

### IV. TECHNICAL SPECIFICATIONS

2 units	Digital Equipment	Machine capable of handling monthly volume of 10,000 copies and above, and with copy speed of 50 copies per minutes (cpm) of higher.
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All photocopy machines to be installed should have the following features:

- All units should be Multi-functional (copier, colored and black and white printer, scanner, and fax).
- All units should be capable of double-sided printer, duplex printing, and network printing.
- All should have an enlarge/reducer feature.
- All units should be capable of handling ordinary A4 to legal size thin paper.
- All units should have a stapling and letter fold feature.

### V. TERM OF PAYMENT

The Consulate General will pay the winning bidder every quarter based on the total number of copies produced /mode of payment bank Transfer

### VI. REQUIREMENTS

To provide and make available of the following goods and services to Philippine Consulate General at no extra cost:

1. In case of exigent repair, the supplier's technician should response not later than 5 hours from the determination of the defect/damage;
2. Maintenance and repair services, inclusive of spare parts;
3. Consumable like toner, developer, drum, inclusive of the necessary replacement thereof to ensure the normal operation of the machines;
4. Replacement of defective units within 24 hours in case any unit becomes unserviceable;
5. Should there be additional units need, the same term and conditions as stipulated in the contract, including cost per copy;
6. Without minimum copy volume;
7. Provide Free operator's training to the end-users.

### VII. ESTIMATED NUMBER OF COPIES

The Philippine Consulate General has a photocopying requirement of an average of Fifteen Thousand copies per month per machine.

**PRICE QUOTATION FORM**

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
We are pleased to quote our lowest price for item herewith:

Quantity	Unit	Description	Unit Cost	Total Cost
2	Unit	Rental of Photocopy Machines, Multi-functional machine (copier, printer, scanner, and fax)		

PRICE PER COPY: \_\_\_\_\_

TOTAL AMOUNT IN WORDS: \_\_\_\_\_

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

Very truly yours,

\_\_\_\_\_  
Name of Bidder  
Signature over printed name