



REQUEST FOR QUOTATION

RFQ-CO-20-007

The Human Settlements Adjudication Commission (HSAC), through its Bids and Awards Committee, will undertake a Small Value Procurement for the **Supply and Delivery of Office Equipment (Photocopy Machine)** pursuant to Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project/activity/program are as follows:

Name of Project: *Supply and Delivery of Office Equipment (Photocopy Machine)*

Area of Delivery: HSAC Central Office, Quezon City

Approved Budget for the Contract: Three Hundred Twenty-Five Thousand Pesos Only (Php325,000.00), inclusive of tax

*Please refer to Technical Specifications attached as **“Annex A”**

Delivery Period: Seven (7) days from receipt of Purchase Order

Interested suppliers are requested to provide their PhilGEPS Registration Number and to attach together with their duly signed Price Quotation, copy of their Mayor's/Business Permit, Income/Business Tax Return, Omnibus Sworn Statement and copy of Product Brochures.

The deadline for the submission of open quotation and eligibility documents is on or before **9:00AM of 21 December 2020** at the Procurement Section - General Services Division, 6/F HLURB Building, Kalayaan Avenue corner Mayaman Street, Diliman, Quezon City, or through E-mail addresses at procurement@hsac.gov.ph or gsd@hsac.gov.ph.

The HSAC assumes no responsibility whatsoever to compensate or indemnify supplier/s for any expenses incurred in the preparation and submission of proposals. The HSAC, likewise, reserves the right to reject any or all proposals found to be disadvantageous to the government.

For inquiries, you may contact **Mr. Wilfredo D. Rosella** at Mobile No. **0932-1368188**.

FREDERICK ALLAN M. LIGSAY

Procurement Section, General Services Division
Administrative Service



Annex "A"

Supply and Delivery of Office Equipment (Photocopy Machine)

Technical Specifications

Five (5) units Photocopy Machines @Php65,000.00/unit	Total Amount: Php325,000.00
Specifications	
<ul style="list-style-type: none">• 45 copies per minute• with ADF (Automatic Document Feeder)• 2 Paper Trays (long, short, A4 Up to A3)• With Bypass• Automatic back-to-back scan, print and copy• OPC Drum• Laser and Digital Copy• Powder Toner• Touch Screen Control Panel• 1 - 999 Continuous Copy• Free Demo and Installation• Lifetime Technical Support• Spare Parts Replacement "Free of Charge" for one (1) year, or up to 300,000 copies/print/scan whichever comes first	