



**CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES**  
**菲律賓共和國駐澳門特別行政區總領事館**  
**MACAU SAR**

**REQUEST FOR QUOTATION**

Sir/Madam:

The Philippine Consulate General in Macau SAR intends to procure one (1) year rental of two (2) photocopier/scanner machines and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance of the attached technical specifications for the procurement on or before 16 June 2022. The Consulate accepts open quotations submitted directly through email at [macau.pcg@dfa.gov.ph](mailto:macau.pcg@dfa.gov.ph). Quotations should not exceed the Approved Budget for the Contract (ABC) of Sixty-Four Thousand Sixty-Nine Macau Patacas and Sixty-One Avos (MOP64,069.61) broken down as follows:

MOP30,000.00 – lease charges  
MOP34,069.61 – usage and other charges

and detailed in the attached Technical Specifications. Please read the Note after the Technical Specifications and state either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.

Should you require further clarification, please contact Gina Clemencio at +85366981900 or send a message to [macau.pcg@dfa.gov.ph](mailto:macau.pcg@dfa.gov.ph).

  
MARIA ANGELICA C. GENOTWA  
BAC Chairperson

Macau SAR, 09 June 2022

**TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form.
- Price quotation shall be denominated in Macau Patacas and shall include all taxes, duties, and/or other lawful charges.
- Bidders shall comply with the Technical Specifications attached to this Request for Quotation.
- The Philippine Consulate General in Macau SAR reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.

Units 1404-1406, 14/F AIA Tower, Nos. 251-A-301, Avenida Comercial de Macau, Macau SAR

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**TECHNICAL SPECIFICATIONS**  
**PROCUREMENT OF ONE (1) YEAR LEASE**  
**OF PHOTOCOPIING / SCANNING MACHINES**

ITEMS	SPECIFICATIONS	
I.	<p><b>Background</b></p> <p>The Philippine Consulate General in Macau SAR intends to lease photocopier/scanning services through outsourcing of good quality, quick, multifunctional and dependable machines.</p>	
II.	<p><b>Objective</b></p> <p>To provide the Consulate good quality photocopier/scanning services for a period of one year commencing on 01 July 2022 to 30 June 2023.</p>	
III.	<p><b>Technical Specifications</b></p> <ol style="list-style-type: none"> <li>1. One brand of photocopier/scanning machines to the Philippine Consulate General in Macau SAR</li> <li>2. All machines must be brand new and/or refurbished, in excellent working condition, and shall render services for the estimated combined volume of 120,000 b/w copies and 20,000 colored copies.</li> <li>3. Minimum of two (2) units with the following specifications:               <ol style="list-style-type: none"> <li>a. Heavy-duty, copier-based, monochrome and colored photocopier (A5 to A3)</li> </ol> </li> </ol> <ul style="list-style-type: none"> <li>• Black and white and colored photocopier, printer and scanner</li> <li>• Digital, network, and multi-function copier, printer and scanner</li> <li>• Capable of wireless network connection for various operating system (Windows/MacOs)</li> <li>• Copy Speed: minimum of 30 paper sheets per minute (ppm) for all sizes</li> <li>• Printing Speed: minimum of 30 ppm specifically for all sizes</li> <li>• Scanning Speed: at least 70 opm/ipm for all sizes</li> <li>• Document Feeder capacity: minimum of one hundred (100) originals</li> <li>• Can scan and copy multiple sizes at once.</li> <li>• Can continue scanning and copying the current loaded page in case of paper jam, once cleared.</li> <li>• Accepted (feed) originals: A5 (5.8 x 8.3 inches) to Legal Size Paper (8.5 x 14 inches) to A3 (11.69 x16.53 inches)</li> <li>• Output: A5 to A3</li> <li>• Reduction and enhancement: 25% - 400%</li> <li>• Customizable scanning resolution: within 100 – 600 dpi</li> <li>• Customizable printout and copying resolution: 600x600 – 1200 x 2400 dpi</li> <li>• Continuous copying or printing: 1-999 sheets</li> <li>• Warm-up time: less than 35 seconds</li> <li>• First copy time: less than 10 seconds</li> <li>• Power requirement: 220-230VAC, 50-60 Hz</li> <li>• Energy efficient / energy saving features</li> <li>• 2 paper trays (500 sheets each) + bypass tray (100</li> </ul>	<p><b>STATEMENT OF COMPLIANCE</b></p>

	<p>sheets)</p> <ul style="list-style-type: none"> <li>• GSM minimum 70</li> <li>• With security lock or password operation</li> <li>• With reversible automatic document feeder (capable of multiple page originals)</li> <li>• With automatic back-to-back copying and printing</li> <li>• Electronic sorting</li> <li>• ISO compliant</li> <li>• USB-Ready connection</li> <li>• Scan formats: JPEG, PDF, etc.</li> <li>• Prints actual usage for billing purposes</li> <li>• No part of the machine should be exposed or protruding, except bypass trays</li> <li>• Minimum: 120 GB Hard Disk Drive (HDD) 2 GB RAM</li> <li>• The copiers must be compatible with the Consulate's operating systems, applications and software.</li> </ul>	
<p>IV.</p>	<p><b>Contractor's Obligations</b></p> <p>The Contractor shall provide the following:</p> <ol style="list-style-type: none"> <li>1. The Contractor shall have the necessary capability, expertise, equipment, manpower and financial resources, to undertake photocopying and scanning requirements of the Philippine Consulate General in Macau SAR for the duration of the contract and any extensions thereof);</li> <li>2. A certification that it is the exclusive distributor (authorized partner) of the brand it will provide;</li> <li>3. Technician to conduct repairs during machine breakdown and preventive maintenance shall be deployed within one (1) hour notification and shall repair the unit within the day. If the unit cannot be repaired within the day, the Contractor shall provide a service unit with similar specifications the following working day not later than 12 noon. The Contractor shall be liable for liquidated damages for every day of delay for failure to comply with the delivery of the service unit. For notifications after 3:00 p.m., the technician shall be deployed the following working day.</li> <li>4. Replacement machines with the same specifications shall be delivered within two (2) hours if a unit is withdrawn for repair or because it is broken. Failure to provide the replacement within the required time shall result in a penalty of MOP91.15 per hour of delay except when delay is caused by force majeure.</li> <li>5. A customer service supervisor/technician to conduct inspection every month, including preventive maintenance, of the photocopying machines as well as to serve as liaison officer between the Contractor and the Consulate.</li> <li>6. "Hot Line" for technical services / assistance that may be needed beyond the 9:00 a.m. to 6:00 p.m. regular</li> </ol>	

	<p>working hours of the Consulate, except during weekends and holidays.</p> <p>7. Free end-user trainings to operate the machines upon deployment.</p> <p><b>Other Duties of the Contractor</b></p> <ol style="list-style-type: none"> <li>1. No machines shall be removed from the Philippine Consulate General in Macau SAR without the express permission of the concerned office, accompanied by a written approval of the Consul General or the next ranking officer, anytime during the duration of the contract for repairs and/or replacement.</li> <li>2. All expenses for the repair and replacement of spare parts or consumable items, such as toners, shall be exclusively on the account of the Contractor.</li> <li>3. The Contractor shall have in storage in the Consulate at least ten percent (10%) of the consumable items needed.</li> <li>4. The Contractor shall delete information from the photocopier's hard disk to the Consulate if the machine is to be pulled out for repair.</li> <li>5. The Contractor shall delete the information from all hard disks of the units at the end of the contract.</li> <li>6. The Contractor shall submit, on a monthly basis, a hard and soft copy of the Consulate's photocopy volume, broken down per unit.</li> <li>7. The Contractor shall include in its bid offer the following provisions: <ol style="list-style-type: none"> <li>a) No minimum copies imposed</li> <li>b) Allowance for two percent (2%) copy spoilage</li> </ol> </li> </ol>	
V.	<p><b>Contractor's Guaranty</b></p> <p>The Contractor shall guarantee that the toners supplied and other spare parts to be supplied are from the manufacturer of the units and not replacement toners and spare parts.</p> <p>The Contractor shall guarantee that all photocopying machines shall not cause electrical/electronic interference that can damage office computers, equipment and appliances and shall not cause sudden electrical power surges.</p> <p>The Contractor shall ensure that the spent toner cartridges and used spare parts are disposed of properly.</p>	
VI.	<p><b>Terms of Delivery</b></p> <p>All units shall be delivered and functional before the start of the contract.</p>	
VII.	<p><b>Contract Duration</b></p> <p>The lease contract shall be for the period starting from 01 July 2022 to 30 June 2023.</p>	
VIII.	<p><b>Terms of Payment</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall submit the monthly billing of regular usage to the Consulate within the first ten (10)</li> </ol>	

	<p>days of the following month with the Certified True Copy (CTC) of required documents needed for payment requested by the Consulate's Finance Officer.</p> <p>2. Payments shall be made within ten (10) working days upon receipt of the monthly invoice with the complete required documents.</p>	
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**Note:**

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids. Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)

[Name of the Bidder/ Bidder's Authorized Representative/s]

**Signature over printed name**

[Position]

[Date]

\_\_\_\_\_  
**Contact Number (Landline and/or Cellphone)**

\_\_\_\_\_  
**Email address**

\_\_\_\_\_  
**Business Permit Number or License No.**