



Issue No. _____

**Second Notice
 REQUEST FOR QUOTATION**

Pursuant to Republic Act No. 9184, the Housing and Urban Development Coordinating Council (HUDCC) invites interested bidder/s to submit quotation for the rental of photocopying machine.

- Project : Rental of two (2) units photocopying machines
- Location : 9th and 15th Floors, BDO Plaza, 8737 Paseo de Roxas, Makati City
- Approved Budget : Php139,200.00 inclusive of government taxes
- Contract Duration : One (1) year
- Minimum requirements: The two (2) units photocopying machines shall have a combined volume of 20,000 copies @Php0.58 per copy or equivalent to Php11,600.00
 - : In excess of 20,000 copies, rate will be Php0.52 per copy, exclusive of government taxes;
- Specifications : Digital/Photocopier/Printer/Scanner/Fax
 - : Networkable
 - : Automatic Document Feeder (ADF)
 - : Duplexing Printer
 - : E sort, capable
 - : 45 copies per minute
 - : Toner and drum cartridge type
 - : Built in circuit breaker/220 Volts

Deadline for submission of quotation will be on or before 30 September 2016 at 4:00 p.m., addressed to the undersigned.

For more details, please contact Mr. Edison Punzalan or Celia Miraflor of the Administrative and Finance (AFG) at telephone numbers 811-4467 or 811-4112.

Please submit the following documentary requirements:

- a. Tax Clearance Certificate;
- b. Latest Income Tax Returns;
- c. Certificate of Registration from PhilGeps;
- d. Mayor's Permit; and
- e. SEC or DTI Registration

The HUDCC assumes no responsibility whatsoever to compensate or indemnify supplier/s for any expenses incurred in the preparation and submission of proposals.

The HUDCC reserves the right to reject any or all proposals found to be disadvantageous to the government.

Jeanette E. Cruz
DIR. JEANETTE E. CRUZ

HUDCC-AFG-063

03/29/2016

Rev.1