



Issue No. 680-088

### 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 : 9<sup>th</sup> and 15<sup>th</sup> Floors, BDO Plaza, 8737 Paseo de Roxas, Makati
- Approved Budget : Php105,600.00 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 @Php0.44 per copy or equivalent to PhP8,800.00
- : In excess of 20,000 copies, rate will be Php0.40 per copy, inclusive 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 15 January 2017 at 4:00 p.m., addressed to the undersigned.

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

Please submit the following documentary requirements:

- a. Latest 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

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