



Republic of the Philippines  
Department of Health  
JOSE R. REYES MEMORIAL MEDICAL CENTER  
BIDS AND AWARDS COMMITTEE

DC: 8562-5338/ 8711-9491 loc. 245

jrrmmc\_bacsec@yahoo.com

**REQUEST FOR QUOTATION**

**Date: 20 October 2023**  
**RFQ No.: HBAC-B-2023-10-2335**  
**PR No.: 2023-09-7429**  
**FINANCE SERVICE**

**NAME OF COMPANY:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**TAX IDENTIFICATION NO.:** \_\_\_\_\_

**PHILGEPS REGISTRATION NO. (if applicable):** \_\_\_\_\_

Jose R. Reyes Memorial Medical Center, through its Hospital Bids and Awards Committee (HBAC), intends to procure **Two (2) units COPIER, MULTIFUNCTIONAL (Copy, Print, Scan with Auto Reverse Document Feeder)** in accordance with section **53.9** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Please quote your **best offer** for this item described herein, subject to the Terms and Conditions provided at last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative not later than **25 October 2023**.

Document	Deadline	Remarks
Mayor's Permit	Must be submitted with the RFQ	FOR NEW INTERESTED SUPPLIERS
BIR Form 2303		
Product Brochure (if applicable)		

For any clarification/s, you may contact us at the telephone no. **8711-94-91 local 245 or 8562-53-38** or email address at **jrrmmc\_bacsec@yahoo.com**.

**~Original Signed~**  
**JOSELITO C. RODRIGUEZ, DMD**  
Chairperson, HBAC

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

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After having carefully read and accepted the Terms and Conditions, I/ We submit our quotation/s for the item/s as follows:

Technical Specifications (ITEM DESCRIPTION)	Y	N	Remarks	ABC/UNIT	QTY	BID OFFER/ UNIT	TOTAL
<p><b>COPIER, MULTIFUNCTIONAL (Copy, Print, Scan with Auto Reverse Document Feeder)</b></p> <p><i>Technical Specifications:</i></p> <ul style="list-style-type: none"> <li>Must have an Automatic Document Feeder (ADF) at least 50 sheets capacity</li> <li>With warm up time of 31 seconds or less</li> <li>With at least 256MB memory capacity</li> <li>Unit's imaging technology must have a laser beam scanning &amp; electro-photographic printing</li> <li>Power consumption: at least 220V, 50/60Hz</li> <li>Unit can be integrated with the existing Windows operating system.</li> <li>Unit's output speed: 9 seconds or less</li> <li>With Paper capacity: at least 350 sheets for standard, 1,350 sheets for maximum</li> <li>Copier's maximum capacity at least A3 size</li> <li>Copier's zoom magnification function: at least 50%</li> <li>Copier, Printer and Scanner resolution: at least 600 x 600 dpi</li> <li>Copier's speed per minute: at least 20 copies per minute</li> <li>Unit must have a built-in PC connectivity</li> <li>Can perform functions like duplex copying, folder printing, ID card copying, electronic sorting</li> <li>Printing language at least Standard GDI</li> <li>Unit must have a standard USB 2.0 interface</li> <li>Unit must have an Ethernet capability: Ethernet10 Base T/100Base.TX</li> </ul>				85,000.00	2 units		



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<ul style="list-style-type: none"> <li>Unit can be connected via TCP/IP (IP v4) Network protocol</li> <li>Scan speed at least 6 original per minute for color/15 originals per minute for B/W With at least one (1) year warranty on parts. Preventive Maintenance Service must be Lifetime and free of charge.</li> </ul>													
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**TERMS OF PAYMENT:**

*(Please check one)*

- Terms/ Deferred Payment
- Cheque upon Delivery (COD)

**Note:** *No Clearing time before the delivery*

**JOSE R. REYES MEMORIAL MEDICAL CENTER  
 HOSPITAL BIDS AND AWARDS COMMITTEE (HBAC)-B**

Chairman: Dr. JOSELITO C. RODRIGUEZ \_\_\_\_\_

Vice-Chairman: Mrs. LIRIO C. PALOMAR \_\_\_\_\_

Members: Mrs. ROSERINE E. ALBANIA \_\_\_\_\_

Ms. CHRISTAL KAYE Q. DE VERA \_\_\_\_\_

Mr. JONAS ALEXIS D. SANTOS \_\_\_\_\_

**DELIVERY PERIOD: SEVEN (7) WORKING DAYS UPON RECEIPT OF PURCHASE ORDER**

**TERMS AND CONDITIONS:**

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of the receipt of Purchase Order/ Job Order.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/ or levies payable.
- Award of the contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest-rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications (item description).
- JRRMMC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- The committee reserves the right to reject any and all bids, declare a failure of bidding any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding.

\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
**Position/ Designation**

\_\_\_\_\_  
**Office Telephone/Fax Number**

\_\_\_\_\_  
**Email address/es**