



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

Ref: RFQ-005-2022

03-March-2022

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure **five (5) new photocopying machines for rent including the maintenance, photocopying and other related services for the period 01 April 2022 to 31 March 2023**. The details of the procurement are indicated in the attached Terms of Reference.

Interested companies are requested to accomplish the attached Price Quotation Form (Annex A), with the provisions of the project's Terms of Reference and send to the Embassy's email address **admin.sgpe@philembassysg.org** and **property.sgpe@gmail.com** or by courier at 20 Nassim Road, Singapore 258395 on or before the end of business hours at 5:00 pm, Singapore Standard Time, Thursday, 10 March 2022.

For queries regarding the project, kindly email the Embassy's Property Section at **property.sgpe@gmail.com** or call 67373977 ext. 116 .

Thank you very much for considering the Embassy's project.

Sincerely yours,


JOYLEEN E. SANTOS
First Secretary and Consul
BAC Chairperson

PRICE QUOTATION FORM

Philippine Embassy
20 Nassim Road
258395 Singapore

Sir/Madam:

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the item listed below:

A. Rental of Photocopier

Equipment Serial Number	Description of Equipment	Printing, Photocopying and Scanning Options	Monthly Rental (with GST)
e.g G88123458**	Ricoh MPC***	Black and White Colored	\$****.00

B. Monthly Meter Charges

Project Description	Minimum Copies per month (if applicable)	Amount for the minimum copies per month	Amount in excess of the minimum copies *per copy per month
A) Full-Service Agreement for Multi- Function Machine			
a) Black and White			
b) Coloured			

This also serves as our compliance to the terms and provisions of the Terms of Reference of the Project.

Total Amount in SGD (rental): _____

Amount in words: _____

Very truly yours,

Name of the Company

Name/Signature of Representative

Contact Number

TERMS OF REFERENCE

PROJECT: RENTAL OF FIVE (5) PHOTOCOPIER MACHINES, INCLUDING SERVICE COSTS FOR ONE (1) YEAR

I. RATIONALE

The present contract with the current photocopying company will be expiring 31 March 2022. The Embassy of the Republic of the Philippines in Singapore intends to procure Rental of Photocopier, including the maintenance, photocopying, and other related services for one (1) year.

II. OBJECTIVE

To engage the services of a Company that can provide five (5) new photocopying machines for rent including the maintenance, photocopying and other related services.

To enter into a contract with a reputable Company to meet and respond to the needs of printing and photocopying for the Philippine Embassy, subject to renewal every year for a minimum continuous period of five (5) years, unless otherwise signified in writing by either party at least 60 days before the expiration of the current contract.

III. TECHNICAL SPECIFICATIONS

Description of Equipment	Number of units	Installation/Deployment Address
Lease Rental of Photocopier for the Use of the Diplomacy and Consular Sections of the Embassy of the Philippines in Singapore	Five (5) Multifunctional Devices	Philippine Embassy, 20 Nassim Road
Lease rental, including printing/service costs, for multifunctional devices with key features, but not limited to: - 30-45 page per minute A5-A3, color/mono; single pass, double sided document feeder; print and scan to email/folder and USB; 4x 550 sheet paper trays. - Minimum of 75,000 combined copies per month; rate per copy is inclusive of GST and all applicable taxes	5 coloured	1) Property Section – Level 1 2) Cultural- Level 1 3) Communication- Level 2 4) Finance Section- Level 1 5) Consular Section Level 1

IV. SCOPE OF THE PROJECT

- A. Regular service and maintenance of the Equipment to ensure that it is in good condition
- B. Dispatch a trained service personnel to attend to any breakdown of the Equipment
- C. Provide the maintenance service only during the regular business hours of the Company, i.e. Mondays to Fridays from the hours of 0830 to 1700 hours (except public holidays). Additional charges at prevailing rates are applicable for services required after stipulated hours.
- D. At the request of the Customer to provide service outside the business hours of the Company at the prevailing rates on per call basis.
- E. Provide consumables (excluding throughput materials such as papers and staple refills, etc), and spare parts (excluding attachable parts and accessories, such as copy tray, paper-cassette, key-counter, castors, equipment pedestal, copy card systems and coin operated units etc.). All such parts so replaced and consumables (including but not limited to toners) shall become the property of the Company.
- F. Provide software patches for any part of the software that does not perform as described in the product specification at the initial date of installation. These patches will be provided free-of-charge, if requested, and/or when they become available onsite/remotely. The Company shall not guarantee the portability of the product/software to any other hardware or operating systems or network or protocols apart from those on which the product/software was originally designed to operate.

V. PRICING

The offered quotation should be in Singapore Dollars which should be inclusive of GST and other lawful charges.

VI. INVOICING and PAYMENT

- 1. The winning Supplier or its assigned Third party (e.g Financial Institution) shall submit the invoice which includes GST for goods and services and original technical conformity document to the Embassy.
- 2. The following information must be indicated on the invoice(s):
 - a. Purchase Order Number;
 - b. Description, quantity and total;
 - c. GST amount; and
 - d. Name of Payee / Company Name
 - e. Bank Information; Bank Name(s), Branch name(s), Account number(s)
- 3. Payment Terms
 - a. The Procuring Entity, shall submit the printed meter-counter sheet to the Supplier at monthly intervals. The Supplier or its assigned Third party (e.g

Financial Institution) shall bill the Procuring Entity the full amount of the monthly rental and meter usage in a monthly basis.

- b. The Procuring Entity shall pay the Provider or its assigned Third party (e.g Financial Institution) via cheque or bank transfer within seven (7) working days upon receipt of the bill. The provider shall issue the tax invoice immediately after payment.

VII. EVALUATION FACTORS

- Contract shall be awarded to the lowest priced, acceptable and responsive bidder.
- The Embassy reserves the right to reject proposals that are unreasonably low or high in price.
- The Embassy shall determine bidder's responsibility by analysing whether the apparent successful offeror complies with the requirements of Philippine Government including:
 - >Adequate financial resources or the ability to obtain them;
 - >Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
 - >satisfactory record of integrity and business ethics;
 - >necessary organization, experience, and skills or the ability to obtain them;
 - >necessary equipment and facilities or the ability to obtain them; and;
 - >be otherwise qualified and eligible to receive an award under applicable laws and regulations.

VIII. Warranty

The winning Provider shall clearly identify and state the warranty period and be responsible and liable for providing the necessary remedies for defects, faults or shortages after the completion of the Project.

IX. CONFIDENTIALITY CLAUSE

1. All data are owned by the Procuring Entity. Data is defined as all information that is owned, licensed, or developed by or on behalf of the Procuring Entity, whether provided to the Provider by the Procuring Entity or provided by a third party to the Provider in connection with the Provider's provision of services to the Procuring Entity, including any such data files, tables, that is loaded into, or located in, any data files, tables, objects or other storage medium developed or maintained by or on behalf of Provider, including related data that results from hygiene, cleaning, and database build services performed by or on behalf of the Procuring Entity.
2. All data provided by the Procuring Entity to the Provider or generated in connection with the performance of services toward the development and implementation of the Solution by the Provider and relating to the Procuring Entity or its personnel, whether in existence before the date of or its personnel, whether in existence before the date of the agreement hereof or thereafter in the course of implementing the solution, shall be treated by the Provider as the exclusive property of the procuring Entity or its personnel.

3. Upon the receipt of the notice of acceptance of proposal, the Provider is required to maintain confidentiality and security of the Procuring Entity's data and is prohibited from using or attempt in using the Procuring Entity's data in any other manner or for any other purpose, except as necessary to the execution of the solution or perform its other obligations stated in the technical specification.

X. DIPLOMATIC CLAUSE

The Embassy shall terminate the services of the Contractor by sending a written notice at least fifteen (15) days in advance by recorded delivery letter, in the event of the severance of the diplomatic ties between the Republic of Singapore and the Philippine Government.

Conforme:

(SIGNATURE OVER PRINTED NAME)
NAME OF REPRESENTATIVE
Position
Date: _____

Approved by:

JOSEPH DEL MAR YAP
Ambassador

Date: _____