



# EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

سـفارة جمهورية الفلبين

AMMAN

RFQ No. **24** -2020

## REQUEST FOR QUOTATION

The Philippine Embassy in Amman, Hashemite Kingdom of Jordan will undertake lease of photocopier machine through Small Value Procurement under Negotiated Procurement in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Lease of Five (5) Units of Photocopier Machine  
(3 black & 2 color)
- Specifications : Please see attached Annex "A"
- Approved Budget For the Contract : Seven Hundred Fifty Jordanian Dinars (JoD 750.000) per month
- Delivery Date: : Within seven (7) days upon issuance of Notice to Proceed
- Terms and Conditions :  
1. Rental period: One year (January –December 2021)  
2. Warranty of parts and services on the duration of the rental  
3. Replacement Service Unit in case of major repair  
4. Payment: After the end of each month of lease  
5. Bidders shall provide correct and accurate information, such as name of company, address, email address, name of contact person, and telephone number as required in the attached form.  
6. Price quotation to be denominated in Jordanian dinar shall include all taxes, duties and/or levies payable.  
7. The Embassy reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.

Interested bidders may submit their price quotation (please see sample ANNEX "A") not later than 22 December 2020 at 12 noon.

Open quotations may be submitted directly to the Embassy with address at Villa No.1 and No. 12, Al Halab Street corner Al Sulayman Al Bilbeesi St., Abdoun, Amman, Hashemite Kingdom of Jordan or through email at [amman.pe@dfa.gov.ph](mailto:amman.pe@dfa.gov.ph)

For further information, please contact the Philippine Embassy at telephone number 06-590 1730.

  
FERDINAND P. FLORES  
BAC, Chairperson and  
Consul General

Amman, Jordan, 09 December 2020

Villa No. 1 and No. 12 Halab St. corner Al Suleiman Al Bilbeesi St., Abdoun, Amman,  
Hashemite Kingdom of Jordan

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## PRICE QUOTATION FORM

The Philippine Embassy  
 Villa No.1 and No 12, Al Halab St.,  
 Corner Al Sulayman Al Bilbeesi St.,  
 Abdoun, Amman, Hashemite Kingdom of Jordan

Sir:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the lease of color photocopier machine with the following technical specifications, as follows:

Name of Project	Specification	Units Leased	Unit Monthly Lease	Total Monthly Lease
Lease of photocopier machine for one year (3 Black & White 2 color)  (January 1, 2021 – December 31, 2021)	Touch screen control panel Minimum speed of 33 copies per minute At least 1200 X 1200 dpi scan resolution Maximum of A3 size paper Unlimited number of pages print 25% to 400% zoom magnification Monochrome  Must be able to copy, print, and scan, reduce and enlarge documents to be copied.  Must be able to connect with multiple computers TCP/IP Network protocol  <b>Inclusion:</b> Delivery and installation Supply of toner and parts Cleaning repair and labor charges	3 black  2 color		
	<b>TOTAL</b>			

Conforme:

\_\_\_\_\_  
 Signature over printed name

Name of Company : \_\_\_\_\_  
 Address of Company : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact Number : \_\_\_\_\_  
 Email Address : \_\_\_\_\_