



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

سـفارة جمهورية الفلبين

AMMAN

RFQ No. **01** -2022

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
(2 black & 3 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 (01 February 2022–31 January 2023)
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 23 January 2022 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

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


SHEILA MARIE G. ANDALES
BAC, Chairperson and
Vice Consul

11 January 2022

ANNEX "A"

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 photocopier machines 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 (2 Black & White 3 color) (01 February 2022-31, January 2023)	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 Inclusion: Delivery and installation Supply of toner and parts Cleaning, repair and labor charges	2 black 3 color		
	TOTAL			

Conforme:

 Signature over printed name

Name of Company : _____
 Address of Company : _____
 Contact Person : _____
 Contact Number : _____
 Email Address : _____