



PHILIPPINE CHILDREN'S MEDICAL CENTER

Quezon Avenue, Quezon City

**ALTERNATIVE MODE**

**REQUEST FOR QUOTATION**

**No. RFQ-2025-135**

Date:

Name of Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Please quote your lowest price as per specifications per item listed below thru Alternative Mode of Procurement - Negotiated Procurement - Small Value) on or before **MARCH 18, 2025** .

Please fax your quotation at 8588-9997 or email at [procurement@pcmc.gov.ph](mailto:procurement@pcmc.gov.ph) / Attention: **MS. LOVELY M. ALGODON**

ITEM NO.	QTY	UNIT	DESCRIPTION	ABC/UNIT	TOTAL ABC	SUPPLIER'S OFFER	
						UNIT COST	TOTAL COST
1	84	cart	Black Ink	1,150.00	96,600.00		
2	13	roll	Master Roll	3,150.00	40,950.00		
3	1,080,000	copy	One Year Contract for Photocopier Rental, Estimated Copies: 90,000 copies/month (Renewal)  (See attached Terms of Reference)	0.65	702,000.00		
<b>TOTAL ABC</b>					<b>839,550.00</b>		

**Documentary Requirements:**

Nego. Proc (53.9) - Small Value

PhilGEPS Ref #: **11883709**

Mayor's/Business Permit

PhilGEPS Reg. No.

ITR [for ABC above 500k]

Omnibus Sworn Statement [for ABC above 50k]

*Cher* 3-14-2024

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

Name of Supplier \_\_\_\_\_

\*For Certificate of Creditable Tax Withheld at Source (BIR Form No. 2307) and Certificate of Final Tax Withheld at Source (BIR Form No. 2306) please submit your latest/updated **BIR Certificate of Registration (BIR Form No. 2303)** together with your quote.

## TERMS OF REFERENCE

### Supply and Delivery of Black Ink Tubes and Master Roller for CY 2025

#### Summary Statement

The Philippine Children's Medical Center (PCMC) is issuing this Terms of Reference (TOR) as part of the Bidding Documents for the procurement of Eighty-Four (84) Black Ink Tubes and Thirteen (13) Master Rolls, with provision of free use Digital Duplicator (Mimeographing) Machine for one year. This TOR outlines the functional requirements identified by the Educational Media Office (EMO) to support the hospital's administrative and operational needs.

This TOR includes the supply of blank ink tubes and master rolls, along with its maintenance and technical support, to ensure uninterrupted service for administrative and patient record needs.

The scope of this undertaking includes the free use, delivery, maintenance, and support services for the provided digital duplicator machine, ensuring efficient and reliable document reproduction for a period of one (1) year.

PCMC is committed to ensuring the availability of reliable digital duplicator (mimeographing) machines to support hospital operations. The one-year free use of these machines provides a cost-effective and practical solution for handling high-volume document reproduction, eliminating additional financial burden for parts replacement.

#### Approved Budget Contract

The Approved Budget for the Contract (ABC) for this project is One Hundred Thirty-Seven Thousand Five Hundred Fifty Pesos (₱137,550.00), covering the supply and delivery of Eighty-Four (84) Blank Ink Tubes and Thirteen (13) Master Rolls, 200 cuts per roll, as well as the free use and delivery of one (1) unit of a Digital Duplicator (Mimeographing) Device.

#### Expected Outputs

PCMC expects the following from the external service provider:

1. Provide one (1) year contract for free use, maintenance and support services of one (1) unit of digital duplicator (mimeographing) machine.
2. Provide timely delivery of consumable supplies, including master rolls and black ink tubes, throughout the contract period.
3. Conduct of monthly maintenance and service report.

### **Minimum Specifications of Black Ink Tube and Master Roll**

#### Black Ink Tubes

- Must be oil-based or soy-based ink.
- Compatible with the designated digital duplicator model.
- Minimum capacity of 500ml per tube.
- Ink must be pure black with fast-drying properties.
- Must have a shelf life of at least 12 months from the manufacturing date.

#### Master Roll

- Must be made of thermal-sensitive or stencil paper.
- Compatible with the specified duplicator model.
- Minimum width: 210mm (A4) or 297mm (A3).
- Minimum length: 100 meters per roll.
- Must have strong adhesion to the drum for consistent printing.
- Tear-resistant to withstand multiple impressions.

### **Minimum Specifications of the Digital Duplicator**

#### One (1) Unit of Digital Duplicator

- Supports paper sizes ranging from A4 (minimum) to a maximum of 8.5 inches x 13 inches (21.6 cm x 33.0 cm), including hard bond and cartolina-type paper.
- The digital duplicator must have a copying speed of at least 130 copies per minute (CPM) or higher.
- Paper Tray shall accommodate a maximum capacity of 1000 paper sheets cassettes.
- The digital duplicator must have a minimum resolution of 300 dots per inch (DPI) to ensure clear and high-quality document reproduction.

### **Scope of Work**

1. Delivery of 84 black ink tubes (100ml each) and 13 master rolls (200 cuts each) shall be made in a staggered schedule upon request by the end user throughout the one-year period.
2. Deliver of digital duplicator (mimeographing) machine simultaneously with the first set of delivery of the black ink tube and or master roll

**Free services to be provided by the external service provider**

1. Provide free use of one (1) unit of a digital duplicator (mimeographing) machine.
2. Provide an on-call technician to repair any defective unit, with a response time of within 24 hours upon receiving verbal or written communication from the end user(s).
3. Provide a backup unit in case of a defect or breakdown with minimum of five (5) and maximum of seven (7) working days.
4. All spare parts of the machine are covered under the one-year contract, with free delivery and no additional charges.

**Terms of Payment**

The monthly payment for supply and delivery of black ink tubes and master roller services shall be processed upon receipt of the official monthly billing statement.

**Performance Evaluation**

The service provider's performance will be evaluated monthly by MISD using a standardized assessment matrix. These monthly performance ratings will be a mandatory supporting document for payment processing.

<b>Part I General Performance</b>				
No.	Performance Criteria		Weight	Score
I.	Conformity to Technical Requirements		30	
II.	Timeliness in the Delivery of Service		30	

<b>Part I General Performance</b>			
II.	Timeliness in the Delivery of Service	30	
III.	Behavior of Personnel (Courteous, Professional, and Knowledgeable)	15	
IV.	Response to Complaints	15	
V.	Compliance with set office policies for such services	10	
<b>Total</b>		<b>100</b>	

**CONFORME:**

\_\_\_\_\_  
 Authorized Signatory  
 Signature over printed name

\_\_\_\_\_  
 Contact No.:

\_\_\_\_\_  
 Name of Company/Firm

\_\_\_\_\_  
 Company's Official Email Address  
 (where notices will be sent)

\_\_\_\_\_  
 Company's Official Contact No.

**TERMS OF REFERENCE**  
**One-Year Photocopier Machine Rental for CY 2025**

**Summary Statement**

The Philippine Children's Medical Center (PCMC) is issuing this Terms of Reference (TOR) as part of the Bidding Documents for the procurement of a one (1) year rental of six (6) photocopier machines. This TOR outlines the functional requirements identified by the Educational Media Office (EMO) to support the hospital's administrative and operational needs.

The scope of this undertaking includes the rental, delivery, maintenance, and support services for photocopier machines to ensure efficient and reliable document reproduction for a period of one (1) year from April 2025 to April 2026.

PCMC is committed to ensuring the availability of reliable photocopier machines to support hospital operations. Renting photocopiers provides a cost-effective and efficient solution for handling high-volume document reproduction.

This TOR also includes maintenance and technical support to ensure uninterrupted service for administrative and patient record needs.

**Approved Budget Contract**

The Approved Budget for the Contract (ABC) for this project is Seven Hundred Two Thousand Pesos (₱702,000.00), covering the rental, delivery, maintenance, and support services for the One (1) Year Photocopier Machine Rental.

**Expected Outputs**

PCMC expects the following from the external service provider:

1. Provide one (1) year contract of photocopier rental service.
2. Conduct of monthly maintenance and service report.
3. No minimum monthly copy volume required.
4. To Ensure that all photocopier machines can accommodate an overall estimated number of copies per month: 90,000, less 2% spoilage.

**Specifications**

**3 Units Photocopier Machine High Speed**

- The copier must have a copying speed of at least 70 copies per minute (CPM) or higher.
- Supports copy paper sizes from a minimum of A4 to a maximum of A3.
- Supports copy paper sizes from a minimum of B6 to a maximum of B4.
- Bypass Tray shall accommodate a maximum capacity of 100 sheets.
- Paper Tray shall accommodate a maximum capacity of 500 sheets per tray.

- With Paper Sorter for efficient document organization.
- Automatic Document Feeder Reversing (ADFR) for seamless scanning and copying.

### **3 Units Photocopier Machine A4 Standard Speed**

- The copier must have a copying speed of at least 40 copies per minute (CPM) or higher.
- Supports copy paper sizes from a minimum of A4 to a maximum of A3.
- Supports copy paper sizes from a minimum of B6 to a maximum of B4.
- Bypass Tray shall accommodate a maximum capacity of 100 sheets per tray.
- Paper Tray shall accommodate a maximum capacity of 500 sheets per tray.
- With Paper Sorter for efficient document organization.
- Automatic Document Feeder Reversing (ADFR) for seamless scanning and copying.

#### **Scope of Work**

1. Delivery of a reconditioned, high speed and standard photocopier machine with a new toner, drum, and developer upon delivery.
2. Provide an on-call technician to repair any defective unit, with a response time of within 24 hours upon receiving verbal or written communication from the end user(s).
3. Provide and replace consumables, including toner, drum, cleaning unit, and other spare parts, at no additional delivery charge.
4. Provide a backup unit in case of a defect or breakdown with minimum of five (5) and maximum of seven (7) working days.
5. Implement a take-back system to ensure that empty toner receipt cases are returned to the supplier.

#### **Terms of Payment**

The monthly payment for photocopier rental services shall be processed upon receipt of the official monthly billing statement.

#### **Performance Evaluation**

The service provider's performance will be evaluated monthly by Educational Media Office (EMO) using a standardized assessment matrix. These monthly performance ratings will be a mandatory supporting document for payment processing. At the end of the year, the cumulative performance ratings will be reviewed to determine if the provider's service qualifies for contract renewal.

<b>Part I General Performance</b>				
No.	Performance Criteria		Weight	Score
I.	Conformity to Technical Requirements		30	



III.	Behavior of Personnel (Courteous, Professional, and Knowledgeable)	15	
IV.	Response to Complaints	15	
V.	Compliance with set office policies for such services	10	
<b>Total</b>		<b>100</b>	/

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