



REQUEST FOR QUOTATION

11 December 2023

Sir/Madame,

The Embassy of the Republic of the Philippines in the State of Kuwait ("The Embassy") intends to select a company for the provision of leasing Colored, Black and White photocopier and would like to request quotations from any interested party. You may refer to the following specifications related to this matter:

Quantity	Unit	Item Description	Price
1		Photocopier - Color	
2		Photocopier – Black and White	

Please submit on or before **18 December 2023** a signed quotation for the provision. Should you require further clarifications, please contact the Embassy at telephone number +965 6500 2612 and e-mail bac.kuwaitpe@gmail.com or kuwait.pe@dfa.gov.ph.

Very truly yours,

JOSEL N. MOSTAJO
Chairperson, Bids and Awards Committee

RFQ-12-23-0051A

TERMS OF REFERENCE

1. **OBJECTIVE AND RATIONALE** – This invitation to Bid is for the purpose of engaging the services of a provider for leasing photocopier with both colored and black and white for the embassy.
2. **DURATION AND SCOPE** – The contract shall be one-time only and will be renewable yearly.
3. **DELIVERY** – The provider must provide the following:
 - a. Photocopier (One (01) unit of Colored and two (02) units of Black and White), including the periodical monthly visit and registered service calls;
 - b. Supply the printer spare parts, consumables like (Drums, Developers and fixing unit) and Toners;
 - c. Provide technical support, preventive maintenance, on-call maintenance, troubleshooting and remote support; and
 - d. Provide parts and supplies needed to run machine effectively during the contract period.
4. **BID PRICE** – The Bid Price shall include applicable taxes and insurance payable in Kuwaiti Dinar.
5. **PAYMENT PROCEDURE** – Payment for the services will be for the next Fifteen (15) days upon the provision of services, in Cheque.