



سفارة الفلبين
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
KUWAIT

REQUEST FOR QUOTATION

05 January 2022

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 Color and 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	Unit	Photocopier - Color	
2	Unit	Photocopier – Black and White	

Please submit on or before **13 January 2022** 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-01-22-0001



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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 both color and black and white for the Embassy.
2. **DURATION AND SCOPE** – The contract shall be one-time and will be renewable yearly.
3. **DELIVERY** – The provider must provide the following:
 - a. Photocopier (One (1) unit of Color and Two (2) unit 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.
 - 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 monthly, upon the delivery of the unit, in Cheque.