



JAN 10 2014

DIVISION MEMORANDUM

No. 004, s. 2014

REQUEST FOR PROPOSAL – USE OF COPYING MACHINES

To: OIC, Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads
Prospective Service Providers

1. The field is hereby informed that this Office is now accepting sealed proposal from eligible service providers to furnish seven (7) copying machines to be used in seven service sections of this Division. The Request for Proposal (RFP) is hereto attached.
2. Interested service providers are advised to visit the BAC Secretariat, IPHU Building, Sudlon, Lahug, Cebu City, for additional information or clarification regarding the terms and conditions of the said proposal.
3. Immediate and wide dissemination of this Memorandum is directed.


ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

ADM/rng13

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 520-3216 loc 102 (Corriente) 104 (Noveras) 105 (Gelig)
Accounting Section: (032) 254-2632
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Admin/Legal: (032) 253-7847

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REQUEST FOR PROPOSAL- USE OF COPYING MACHINES

1. The Department of Education-Cebu Province Division is soliciting sealed proposals from eligible service providers to furnish this Office, seven (7) digital copying machines to be used in seven service sections of this Division. Proposals and the required documents enumerated in item 1.2 (Terms and Conditions) should be personally **delivered** to the Bids and Awards Committee (BAC) Chairperson c/o BAC Secretariat at BAC Office, IPHO Building, Sudlon, Lahug, Cebu City by **company's authorized representative not later than** _____.
2. Please indicate in the envelope the name, contact number and official address of the bidder.
3. Proposal through emails will be automatically disqualified.
4. Upon receipt of at least three (3) proposals, the BAC shall have the option to open the proposals on or before the submission deadline.

1. Terms and Conditions

1. The service provider shall be able to furnish seven (7) digital copying machines free of charge to the following sections:


Number of Machines	Location
1	Disbursing Section
1	Records Section
1	Accounting Section
1	Promotional Section
1	Supply Section
1	Office of the SDS
1	BAC Office

2. The service provider shall waive any form of billing for the delivery, services and maintenance of the aforementioned copying machines and in consideration of such arrangement, this Division shall only purchase the consumable components (Ex. Drum Kit with Blade, Fixing Film and Toner (500g) from the concerned service provider. The cost of the consumable components shall be at par or lesser than the prices of the consumable components of the same specifications available in the market. Replacement of parts due to misuse or abuse shall be shouldered by the Division.

4. The service provider shall remain the absolute owner of the aforementioned equipments.
5. In order to determine if the service providers are technically, legally and financially capable, proposals should include: 1) specifications of machines you are proposing, 2) estimate of monthly cost of the consumable components (ex. Drum kit with blade, fixing film and toner), per machine, 3) maintenance schedule 4) Latest Income and Business Tax Returns **or** PhilGEPS Registration, 5) current Mayor's Permit issued by the City or Municipality where the principal's place of business is located; and 6) one (1) copy of this Request for Proposal. Proposals with incomplete documents shall be immediately disqualified.
6. The service provider with the most advantageous terms to DepEd Cebu Province as evaluated by the Bids and Awards Committee (BAC) shall execute a Memorandum of Agreement with the Head of the soliciting agency. The MOA shall be in effect for one year reckoned from the date of MOA signing, unless sooner terminated for justifiable cause.
7. The DIVISION reserves the right to reject any and all proposals and to re-advertise.

All queries shall be addressed to BAC Secretariat, IPHO Building, Sudlon, Lahug, Cebu City at telephone number _____.

For the BAC


ROSELLER N. GELIG
BAC Chair