



## BIDS AND AWARDS COMMITTEE


### REQUEST FOR QUOTATION


**UCPB Savings, Inc. (UCPBS)** invites all interested suppliers, which are registered in the Philippine Government Electronic Procurement System (PhilGEPS), to submit their lowest price proposal/ quotation for the **Procurement of One-Year Managed Printing Service with Maintenance Support (SVP-GS-0002-23-05-2022)**, subject to Terms of Reference (TOR) below:

|                         |   |
|-------------------------|---|
| <b>Project Name:</b>    | <b>Procurement of One-Year Managed Printing Service with Maintenance Support for UCPBS Head Office</b>      |
| <b>Reference No.:</b>   | <b>SVP-GS-002-23-05-2022</b>  |
| <b>Location:</b>        | UCPBS Head Office, 18 <sup>th</sup> floor, UCPB Corporate Offices Building, 7907 Makati Avenue, Makati City |
| <b>Approved Budget:</b> | Seven Hundred Twenty Thousand Pesos Only (Php720,000.00) including all applicable fees, charges and taxes.  |

Please use the attached Reply Slip in submitting the proposal/price quotation to the UCPB Savings Head Office at the contact information indicated below or thru online submission. The deadline of submission is on **June 24, 2022 /Friday** not later than **2:00pm.**

Contact Person : Eugene Asis, Procurement Officer  
Office Address : Penthouse, UCPB Corporate Offices Building, 7907 Makati Ave.  
Telephone No. : (+632) 8811-9000 loc 7245  
Email Address : [bacsecretariat@ucpbsavings.com](mailto:bacsecretariat@ucpbsavings.com)/ [EPasis@ucpbsavings.com](mailto:EPasis@ucpbsavings.com)

  
**Dronnel A. Espina**  
BAC Secretariat  
Date: June 17, 2022

  
**Ma. Pamela V. Suarez**  
BAC Chairperson  
Date: \_\_\_\_\_



## TERMS OF REFERENCE FOR GOODS AND SERVICES

### Section 1: PURPOSE/ OBJECTIVE

The UCPB SAVINGS (UCPBS) is in need of a service provider that can provide One-Year Managed Printing Services with Maintenance Support for UCPBS Head Office (SVP-GS-002-23-05-2022) day-to-day office printing requirements.

### Section 2: MODE OF PROCUREMENT

UCPB SAVINGS (UCPBS) shall undertake procurement through the modality of **Small Value Procurement** pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act".

### Section 3: APPROVED BUDGET FOR THE CONTRACT (ABC)

1. The price proposal or quotation should not exceed the Approved Budget for the Contract of **Seven Hundred Twenty Thousand Pesos Only (Php720,000.00)** including all applicable taxes and charges.
2. The above ABC is merely an estimate for budget purpose and does not entitle the winning bidder to claim the entire amount. Payments to the winning bidder shall be based on the **actual monthly billing for the services rendered**. The bidder shall include all applicable government taxes and other charges, including insurance coverage in its proposal.

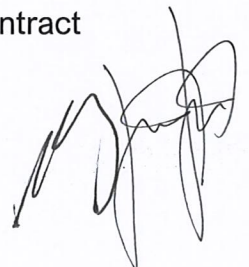
### Section 4: Area of Coverage

Designated areas for various units in the head office located at 18th and 19th Floor UCPB Corporate Offices 7907 Makati Avenue, Makati City and at UCPBS Kalayaan Extension Office

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## Section 5: Scope of Works

1. The Service provider shall deliver and install to UCPBS Monochrome Device/s for printing, scanning and photocopying of various documents for the bank's day-to-day operations.
2. The Service provider shall provide device/s capable of producing clear and clean quality copies in various sizes at a standard cost. Devices shall accommodate up to 300 users.
3. Service Provider shall be responsible for supplying with no cost to USB all the consumable supplies of the Equipment within the duration of the contract, except for paper, which can be sourced by USB from any supplier. The Service provider shall maintain on-site at least five (5) toners with ink level not less than 80% to avoid disruption of the printing services.
4. Service and Maintenance shall cover unlimited service calls, full parts replacement and toner supplies.
5. Service Provider shall provide one (1) On-Site Equipment operator/technician 8 hours a day from 8:30 am - 5:00 pm Monday to Friday without additional cost to USB.
6. Service Provider shall conduct inspections and adjustments as necessary to keep the Equipment in good working condition.
7. The Equipment shall be insured by the Service Provider and insurance premiums will be borne by Service Provider.
8. The service provider shall provide Management Software with the following features:
  - Single Universal Driver for all printer models
  - 32-bit and 64- bit Compatible
  - User Access Printing
  - Direct sending of Scanned copy to user
9. The service provider shall be able to provide a minimum of 7 Devices. Additional unit shall be provided at no cost upon written request of UCPBS.
10. Cost per page shall be fixed all throughout the duration of the contract regardless of the economic situation.

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9. Cost per page shall be fixed all throughout the duration of the contract regardless of the economic situation.

| Print Type  | Estimated Cost per page | Estimated Volume for 1 year |
|-------------|-------------------------|-----------------------------|
| Letter Mono | Php 0.60                | 775,000 pages               |
| Folio Mono  |                         | 425,000 pages               |

## Section 6: Technical Specifications

### 1. 5 units - A4 Monochrome Multifunction Device

- Copy/Print/Scan Fax
- Black and White Networkable Laser Printer
- Print Speed: 45ppm or higher
- Minimum Printing Resolution: 1200x1200 dpi
- Processor: Minimum 1.0 Ghz Dual Core or Higher
- Memory: 2.0GB or Higher
- Hard Disk: At least 320GB
- Scan to Email: SMB, FTP, PC
- Scan Speed: Up to 35ipm (BW)
- Display: Minimum 10" Color LCD Touchscreen
- With confidential printing feature
- Output: Letter, Legal, A4 and Folio
- With Automatic Duplex Printing
- High Yield Toner

### 2. 2 units - A3 Monochrome Multifunction Device

- Copy/Print/Scan Fax
- Black and White Networkable Laser Printer
- Print Speed: 30ppm or higher
- Minimum Printing Resolution: 1200x1200 dpi
- Processor: Minimum 1.0 Ghz Dual Core or Higher
- Memory: 2.0GB or Higher
- Hard Disk: At least 320GB
- Scan to Email: SMB, FTP, PC
- Scan Speed: Up to 80ipm (BW)
- Display: Minimum 10" Color LCD Touchscreen
- With confidential printing feature
- Output: Letter, Legal, A4, Folio and A3




- With Automatic Duplex Printing
- High Yield Toner

## **Section 7: Period Covered**

The one (1) year contract shall take effect upon the issuance of notice to proceed (NTP).

## **Section 8: TERMS, CONDITIONS AND SCHEDULE OF PAYMENT**

1. The vendor undertakes to keep all the data and information received from the UCPBS confidential, shall not use or processed such data for any other purpose other than for the service herein, and shall handle such data with full compliance to the Data Privacy Act.
2. The UCPBS shall make a payment upon certification by its representative that the goods and/or services have been delivered and/or rendered in accordance with the TOR, and have been duly accepted.
3. Payment shall be made within thirty (30) working days upon receipt of completed required documents.
4. The request for payment shall be made to the UCPBS in writing, accompanied by an invoice describing, as appropriate, the output/report delivered and/or services performed, and by submission of other required documents and obligations stipulated in this TOR, if any.
5. Upon cancellation or termination of agreement, UCPBS shall allow the service provider to pull out the devices in accordance with the schedule agreed with. The pull out shall be supervised by UCPBS with one (1) representative from the service provider. Also, the service provider shall surrender all the Hard Disk of the Devices to UCPBS for clearing data prior to complete hand off of the device.
6. All rates shall be inclusive of applicable taxes including the 12% VAT.

## **Section 9: SUBMISSION, RECEIPT, MODIFICATION AND WITHDRAWAL OF BIDS**

1. Interested service providers shall submit their price proposal/quotations through their duly authorized representative.

2. Price proposals/quotations shall contain the following documents:

#### A. TECHNICAL AND ELIGIBILITY PROPOSAL

| Eligibility Requirement   | Documents to be submitted / presented (Valid and Current)   |
|---|---|
| a) Must be duly registered Philippine Corporation, sole proprietorship or partnership of Filipino citizenship providing actuarial services in banking industry. | a. SEC Registration, Articles of Incorporation, By-Laws, and Latest GIS for Corporation<br>b. SEC Registration and Articles of Partnership for Partnership<br>c. DTI and Application of Business Name for Sole Proprietor<br>d. Valid and Current Mayor's Permit/ Business Permit/ BIR Registration<br>e. PhilGEPS Registration Number/ Certificate<br>f. Notarized Omnibus Sworn Statement in accordance with prescribed form in Annex C<br>g. Income/ Business Tax Return |

***Based on the eligibility requirements, service providers will be rated as "Pass" or "Failed".***

#### B. FINANCIAL PROPOSAL

|   |
|---|
| b) Completely and properly filled-out Financial Component Form (See Annex B<br><br>c) The total amount shall be equal or less than ABC. All quotations exceeding the ABC shall be automatically rejected.<br><br>d) Price proposals/ quotations shall be quoted in Philippine Peso and inclusive of all applicable taxes and charges. |
|---|

3. Price proposals/ quotations shall remain valid for a period not exceeding forty-five (45) calendar days from the date of the opening of price proposals/quotations.
4. The price proposals/ quotations shall be received by the BAC Secretariat on the date, time and place specified in the Request for Quotation.
5. A vendor may modify its price proposals/ quotations before the deadline for the submission of price proposals/quotations.





6. A vendor may, through letter, withdraw its price proposals/ quotations before the deadline for submission of price proposals/ quotations. Withdrawal of any price proposals/ quotations after the deadline shall subject the concerned vendor to appropriate sanctions as prescribed in the IRR of RA 9184.

#### **Section 10: RIGHT TO REJECT PRICE PROPOSAL/ QUOTATIONS AND ANNUL THE PROCUREMENT PROCESS**

The UCPBS (Bank) reserves the right to reject any or all price proposals/ quotations and to annul the procurement process, at any time prior to contract award, without thereby incurring any liability to the affected vendor, and to accept only the offer that is most advantageous to the Government.

#### **Section 11: Liquidated Damages**

When the supplier fails to satisfactorily deliver goods and/or services under the contract within the specified delivery schedule, inclusive of duly granted time extension, if any, the supplier shall be liable for damages for the delay an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods/services scheduled for delivery every day of delay until such goods are finally delivered and accepted by UCPB Savings. Such amount shall be deducted from any money due or which may become due to the supplier

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## ANNEX "A"

# TECHNICAL PROPOSAL REPLY SLIP

| TECHNICAL PROPOSAL  |                      |                         |
|---|----------------------|-------------------------|
| Particulars   | Requirement per TOR  | Statement of Compliance |
| Procurement of One-Year Managed Printing Service with Maintenance Support for UCPBS Head Office (SVP-GS-002-23-05-2022) | As stated on the TOR |                         |

Grand Total (Amount in Words):

**NOTES:**

1. The vendor shall indicate its compliance to UCPBS Technical Requirements on the column marked "STATEMENT OF COMPLIANCE" by using **only the words "COMPLY" or "FOLLOWED". Symbols or characters such as "DITTO" or QUOTATION MARKS are NOT ACCEPTABLE.** Should the vendor deviate from UCPBS requirements, it shall indicate the exact offer on the space provided in the same column marked as "STATEMENT OF COMPLIANCE". Supporting documentation and technical brochures must be provided.
2. In case the provided spaces are not enough, use additional sheet and indicate "SEE ATTACHED" on the space provided.
3. Unless otherwise specified, requirements indicated above are minimum.
4. Failure to provide the necessary information/ data required in this Technical Proposal Reply Slip may cause the disqualification of bid.

|                               |  |
|-------------------------------|--|
| Vendor's Name:                |  |
| Authorized Representative:    |  |
| Designation:                  |  |
| Contact Number:               |  |
| Signature:                    |  |
| Date:                         |  |
| PhilGEPS Registration Number: |  |

## ANNEX “B”

# FINANCIAL COMPONENT FORMS



## BID FORM

Date: \_\_\_\_\_

TO: **The Bids and Awards Committee (BAC)**  
UCPB SAVINGS, INC.  
Penthouse, UCPB Corporate Offices  
7907 Makati Avenue, Makati City

Project Name : **ONE-YEAR MANAGED PRINTING SERVICE WITH MAINTENANCE  
SUPPORT FOR UCPBS HEAD OFFICE**

Reference No.: **SVP-GS-002-23-05-2022**

Gentlemen:

Having examined the Terms of Reference including Bid Bulletin Numbers, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to UCPBS in conformity with the said Terms of Reference for the sum of *[insert amount in words and figures]* or such other sums as may be ascertain in accordance with the Bid Prices attached herewith and made part of this bid

We undertake, if our Bid is accepted, to deliver the goods and services in accordance with the delivery schedule specified in Section 5 of this TOR.

We agree to abide by this bid for the Bid validity period specified in Section 7 of this TOR, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid that you may receive. We certify/confirm that we comply with the eligibility requirements as per Section 7.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEX “C”

# OMNIBUS SWORN STATEMENT

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*