



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
AMBASSADE DE LA RÉPUBLIQUE DES PHILIPPINES  
PARIS

Date: 29 September 2021

**REQUEST FOR QUOTATION OF PRICES**

Sir:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this Office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved Purchase Order or Job Order will be served to the supplier/contractor.
2. The declared price shall be in *Delivered Duty Paid (DDP)* in the Philippine Embassy in Paris. **All taxes, levies and duties, freight and transport charges shall be borne by the supplier.** Any Foreign Exchange gain or loss shall also be shouldered by the supplier.
3. Delivery shall be made 7 working days after the date of the Job Order and will be subject to inspection of the Embassy or its duly authorized representative.
4. Payment will only be effected upon strict compliance with the prescribed government procurement law. All payments shall be made through cheque in Euros.
5. The validity period of the prices quoted must appear in the quotation.
6. Quotations must be sent to parispe.property@gmail.com on or before **05 October 2021 at 15:00 Paris Time.**

QUANTITY	UNIT	PARTICULARS	AMOUNT
1	Set	Annual maintenance of three leased photocopier for official use of the Embassy:	
		<ul style="list-style-type: none"> <li>• Estimated Annual volume of colored photocopying machine: 30,000</li> <li>• Estimated Annual volume of b&amp;w photocopying machine: 60,000</li> </ul>	
		<b>NOTHING FOLLOWS</b>	
		*please refer to Terms of Reference for more information	
		<i>Note: Annual contract (12 months)</i>	



Approved Budget for the Contract (ABC): € 3,000.00

**ANNA LIZA S. SALVADOR**  
Canvasser  
Acting Property Officer

**HANS MOHAIMIN L. SIRIBAN**  
Chair  
Bids and Awards Committee



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## TERMS OF REFERENCE

### CONTRACTOR'S OBLIGATIONS

- Ensure that it is a sole proprietor, partnership or company duly-registered and licensed under relevant French laws to supply, transport, install and conduct maintenance repair check-ups of photocopying machines;
- Provide skilled technicians to conduct repairs during machine breakdown and preventive maintenance, and deploy them within two (2) hours from notice. Notice through telephone shall suffice for the two-hour timeframe to start;
- Replace the photocopying unit with the same specifications within two (2) hours if a unit is withdrawn for repair or if it is beyond repair. Failure to provide the replacement with the required time shall result in a penalty of €20.00 per hour of delay, except when the delay is caused by force majeure;
- Ensure that no photocopying machine shall be removed during the duration of the contract without the expressed consent of the Philippine Embassy except for repairs or replacement;
- All expense for the transport, delivery, installation, repair, replacement of the photocopying machines, including repair and/or replacement of its spare parts and consumable items such as toners shall be exclusively for the account of the Contractor.
- The Contractor shall have in storage in the Philippine Embassy at least ten percent (10%) of the common spare parts and consumable items needed.

