



RFQ-XN-2026-03-0017

### REQUEST FOR QUOTATION

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC invites reputable companies to provide quotations for the procurement of repair and maintenance of office printing equipment. The request for quotation is being issued in accordance with GPPB Resolution no. 28-2017 dated 31 July 2017. The details of the requested procurement are as follows:

Name of Project : Procurement of Repair and Maintenance of Office Printing Equipment

Location : Philippine Consulate General Grounds, No. 4 Consulate Road, Siming District, Xiamen City, PROC

Terms of Reference: Please see attached Annex A

Approved Budget : Not to exceed CNY 2,700.00

Deadline for Submission of Quotation : 5:00 p.m., 25 March 2026

Quotations must be delivered to the address mentioned above or e-mailed to [xiamen.pcg@dfa.gov.ph](mailto:xiamen.pcg@dfa.gov.ph) or [xiamenpcg.procurement@yahoo.com](mailto:xiamenpcg.procurement@yahoo.com) on or before the deadline of submission of quotations.

The Consulate General of the Philippines reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected suppliers.

For further information, please contact:

**BIDS AND AWARDS COMMITTEE SECRETARIAT**  
Philippine Consulate General, Xiamen  
No. 4 Consulate Road, Siming District  
Xiamen City, 361009 Fujian Province, PROC  
Tel Nos.: (+86-592) 5130355 / 5130366  
Fax No.: (0086) 592-5530803

Very truly yours,

**CHARLESON C. HERMOSURA**  
BAC Chairperson

19 March 2026



**TERMS OF REFERENCE**

**PROCUREMENT OF REPAIR AND MAINTENANCE OF OFFICE PRINTING EQUIPMENT**

<b>I. Background:</b>	<p>The Philippine Consulate General in Xiamen, China requires the repair, maintenance, and replacement of essential components of its printing equipment to ensure continuous and efficient operations.</p>
<b>II. Scope of Work:</b>	<p>The service provider shall undertake the following:</p> <ul style="list-style-type: none"><li>● Repair and maintenance of three (3) large photocopier machines</li><li>● Repair and maintenance of four (4) desktop printers with scanners</li><li>● Replacement of toner cartridge transfer roller of Ricoh MP 5054SP (1 unit)</li><li>● Replacement of transfer belt kit of Ricoh MFC 4504EXSP (1 unit)</li></ul>
<b>III. Deliverables:</b>	<p>The service provider shall:</p> <ul style="list-style-type: none"><li>● Ensure all machines are fully operational after servicing</li><li>● Replace defective parts with compatible and high-quality components</li><li>● Conduct testing and calibration to confirm proper functionality</li></ul>
<b>IV. Duration:</b>	<p>The services shall be completed within a mutually agreed timeframe upon issuance of the Notice to Proceed.</p>
<b>V. Qualifications of Service Provider:</b>	<p>The service provider must:</p> <ul style="list-style-type: none"><li>● Have proven experience in repair and maintenance of photocopiers and printers, preferably Ricoh models</li><li>● Be technically capable and equipped with appropriate tools and spare parts</li><li>● Provide qualified technicians to perform the services</li></ul>
<b>VI. Warranty:</b>	<p>A service warranty of at least 30 days shall be provided for repairs and replacement parts.</p>
<b>VII. Terms of Payment:</b>	<p>Payment shall be processed upon:</p>

- Completion of work
- Submission of Sales Invoice/Official Receipt
- Invoice must be addressed to the Philippine Consulate General in Xiamen
- Payment shall be made within thirty (30) working days upon receipt of complete required documents
- Payment shall be made via bank transfer
- All payments shall be inclusive of applicable taxes and other lawful charges

NOTE:

Bidder must state compliance to each of the provision in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is joint venture, the representative must have authority to sign for and in behalf of the partners to joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

[Date]



ANNEX B

**PRICE QUOTATION FORM**

19 March 2026

Philippine Consulate General, Xiamen  
No. 4 Consulate Road, Siming District  
Xiamen City, 361009  
Fujian Province, PROC

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item Description	Quantity	Contact Price
Procurement of Repair and Maintenance of Office Printing Equipment	1 lot	

(Amount in Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name of Company: \_\_\_\_\_

Name/Signature of Representative: \_\_\_\_\_

Contact No.: \_\_\_\_\_

户名:菲律宾驻厦门总领事馆

日期	摘要	数量	单价	金额	备注
2026/3/5	大台复印机保养（技术服务费）	3	80.00	270.00	
	小台一体机保养（技术服务费）	4	50.00	200.00	
2026/3/12	理光MP5054SP硒鼓（含显影、载体）	1	960.00	960.00	
	理光MFC4504EXSP转应带套件	1	1200.00	1200.00	
合计金额（大写）：人民币贰仟陆佰叁拾元整				2630.00	
厦门市思明区源晶源信息技术咨询服务部 帐号:637613464 开户行:中国民生银行股份有限公司厦门分行					