



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : September 29, 2020  
PR No. : GF-20-07-01082

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

Project Title : **PROCUREMENT OF DUPLICATING MACHINE AND PAPER SHREDDER**

Approved budget of the Contract : **Php 491,673.00**

End-User / Implementing Office : **ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than October 2, 2020, 10:00 a.m. Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI)
- 3 Mayor's/Business Permit (2020);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 6 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

Project Title : **PROCUREMENT OF DUPLICATING MACHINE AND PAPER SHREDDER**

**Quezon City Local Government  
BIDS AND AWARDS COMMITTEE  
2/F Procurement Department, Finance Building  
Quezon City Hall Compound**

For any clarification you may contact us at 89884242 loc. 8506/8709.

  
**ATTY. DOMINIC B. GARCIA**  
Officer-In-Charge/Head, BAC Secretariat

TERMS AND CONDITIONS

- 1. Bidders shall **provide correct and accurate** information required in this form.
- 2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- 4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
- 5. Award of contract shall be made to the lowest quotation (for goods and services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 7. The City General Services Department (CGSD) shall have the right to inspect the goods.
- 8. Non-submission of eligibility documents shall mean disqualification of Quotation.
- 9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	<b>Duplicating Machine-Risograph</b> Print Paper Size: Max 310x432 mm (12.20 x 17.00in) Min. 100x148 mm (3.93 x 5.82 in) Print Area: Max. 251 mm x 357 mm Paper Weight: 45 gsm - 210 gsm Master Making Time: at least Approx 17seconds Scanning Area: at least 297 x 432 mm Scan Resolution: 600 x 600 dpi Paper Supply Capacity: at least 1000 sheets Master Capacity: at least 250 sheets per roll Ink Capacity: at least 1000ml Power Consumption: 300 watts Print Speed: at least 5 levels 60,80,100,120 and 130 ppm Master Making Time: at least Approx 17seconds Normal master Making Mode: Approx 19 seconds Maximum Printing Area: 210mm x 357mm Print Speed: at least 5 levels 60,80,100,120 and 130 ppm User Interface : at least LCD or equivalent	UNIT	1		
2	<b>Paper Shredder (Heavy Duty)</b> Cutting Style; cross cut Shred Capacity: (70gsm) 550 Shred Capacity: (80gsm) 500 (10 bypass) Shred Size: 4x40mm Shred Speed; (m/min) 3m Dimension: (mm) HxWxD : 817x570x528 Working Width: (mm) 230 Bin Capacity: (cu /liter) at least 80 Working Cycle: On/Off: Continuous Weight: in kg 40.8 at least	UNIT	2		
	<b>Total Quoted Amount</b>				

Amount in Words:\_\_\_\_\_

\_\_\_\_\_

<b>OTHER INSTRUCTIONS/SPECIFICATIONS:</b>	
1.	Authority to sell from manufacturer / exclusive distributor of the duplicating machine being offered which includes full guarantee on the availability of parts after sales warranty
2.	<i>Statement of Warranty – Minimum of One (1) year service and parts with consumable</i>

Delivery Period : Thirty (30) Calendar Days  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address