



Republic of the Philippines  
**QUEZON CITY GOVERNMENT**  
**BIDS AND AWARDS COMMITTEE**  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION**  
**SHOPPING 52.1 (b)**

Date: SEP 29 2020  
PR No: TF-20-09-01545

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

Project Title : **PROCUREMENT OF DIGITAL MULTIFUNCTIONAL PERIPHERALS**

Approved Budget for  
the Contract : **Php 840,000.00**

End-User / **CITY CIVIL REGISTRY DEPARTMENT**  
Implementing Office : \_\_\_\_\_

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  
OCT 2 2020 10:00 AM 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/SEC)
- 3 Mayor's/Business Permit (2020);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 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 Digital Multifunctional Peripherals**  
**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. 8505/8709.

  
**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) or the highest rated offer (for consulting 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 initiated 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>MULTIFUNCTIONAL PERIPHERALS- HEAVY DUTY DIGITAL MFP</b> <u>Desktop:</u> Engine Speed: A4 (8 ½" x 11"), Max. 31 ppm, Control Panel Display: 7.0 inches colour LCD touchscreen, Paper size: Max. A3 (11" x 17"), min. A6 (5 ½" x 8 ½"), Max. 2,1000 sheets (600 sheets & optional 500 sheet tray x 3); Paper weight: 55g/m <sup>2</sup> -105g/m <sup>2</sup> (13lbs bond-28 lbs bond) for tray; 55g/m <sup>2</sup> -200g/m <sup>2</sup> (13lbs bond-110 lbs bond) for multi-bypass tray; Warm up time : 20 seconds, 2GB (copy/print shared) for standard memory, 250GB HDD for hard disk memory; Power Requirements: Rated local AC Voltage ±10% 50/60Hz; Power Consumption: Max. 1.45Kw (220-240V), max. 1.44KW (110-127V) Dimension: 60 x 617 x 730mm (24 27/64" x 24 19/64" x 28 47/64") Weight: 45 kg (99.2lbs) <u>Copier:</u> Original Paper size: Max. A3 (11" x 17"); First Copy Time: 4.3 sec.; Continuous copy: Max.999 copies; Resolution: Scanner: 600 x 600 dpi, 600x 400 dpi , 600 x 300dpi, Print: 600 x 600 dpi ; Gradation: Scan: 256 levels, Print: 256 levels (equivalent); Zoom Range: 25%-400% (25%-200% using RSPF) in 1% increments; Preset copy ratios: Metric 10 ratios, 5R/5E), Inch: 8 ratios (4R/4E) <u>Network Scanner:</u> Scan Methd: Push Scan (via control panel), pull scan (TWAIN-compliant application); Scan Speed: Max. 31 originals/min. for colour & B/W Resolution: 100,200,300,400,600 dpi for Push Scan, 75,100,150,200,300,400,600dpi 50-9,600dpi via user setting for Pull Scan; File Format : TIFF,PDF,PDF/A,encrypted PDF, JPEG,XPS; Scan destinations: Scan to e-mail/desktop/FTP server/network folder (SMB)/USB memory	Unit	2		
Total Quoted Amount					

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

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

OTHER INSTRUCTIONS/SPECIFICATIONS:	
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. Statement of Warranty (Minimum of One (1) Year	

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

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

\_\_\_\_\_  
Date

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