



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



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date: November 10, 2020
PR No: GF-20-02-00303

Name of Company : _____
Address : _____
Contact No. : _____

Project Title : PROCUREMENT OF PHOTOCOPIING MACHINE AND OTHERS

Approved Budget for the Contract : Php 97,124.00

End-User / Implementing Office : Quezon City University

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 **November 13, 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/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 Photocopying Machine and Others**
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.

(Sgd.) 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	Paper Trimmer/Cutter heavy duty, solid wood base and rubber feet, steel blade- pine, 18" cutting length, cuts up to 15 sheets at once	Unit	1		
2	Automatic Numbering Machine 5 digit die-cast metal wheels, 7 movement settings, heavy duty	Unit	2		
3	Binding and Punching Machine two(2) hand lever system, 34cm or 13" (24 holes) punching, adjustable to any format, binds up to 425 sheets, or up to 2" thick, all metal construction	Unit	1		
4	Electric Binding Machine 24 holes, short, A4, Long sizes; Maximum punching capacity: 10 sheets; Maximum binding thickness: 500 sheets	Unit	1		
5	Photo-Copying Machine Photocopier Machine Max. Copying speed up to 20ppm Max. Copying Resolution up to 600 x 600 dpi Gray Scale Half-Tones 256 Max. Copies 99 pages Max. Document Enlargement 200%, Reduction 50%	Unit	1		
6	Ream Paper Cutter A3 size Heavy Duty Ream Paper Cutter A3 Size, can cut up to 430mm length, with measuring scale, easy to operate and sharp blade, can cut PVC PET	Unit	1		
7	Paper Trimmer/Cutting Machine max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	Unit	1		
Total Quoted Amount					

Amount in Words: _____

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address