



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date: November 24, 2020
PR No: GF-20-03-00450

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

Project Title : **PROCUREMENT OF COPIER MACHINE**

Approved Budget for the Contract : **Php 305,000.00**

End-User / Implementing Office : **HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT**

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 27, 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 COPIER MACHINE**

**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	<p>COPIER MACHINE Printing: precision core 4s print head 4-color inkjet 4800 x 1200 dpi, black 24 ISO ppm/color 24 ISO 50 pages (80gsm), auto duplex function</p> <p>Copying: 22 ipm (black) 21 ipm color, 999 copies 600 x 600 dpi, 24-400% auto fit function, A3 size, 16:9, 10 x 15cm, #10, DL, C4, C6</p> <p>Scanning: flatbed color image sensor CIS (contact image sensor) 1200 x 2400 dpi 297.18 x 431.8mm (11.7 x 17 inches) scan to memory device, scan to network, folder/FTP, scan to email, scan to computer (document capture pro)</p> <p>Control panel: LCD display, 5.0 inches 12.7 cm TFT color LCD touchscreen</p> <p>Printer interface: Ethernet port, super speed USB 3.0 wifi</p> <p>Paper handling: 3 (front 2, rear 1) cassette 1:250 sheets Cassette 2: 500 sheets, rear slot: 85 sheets</p> <p>Paper size: A3+, A3, A4, B5, A5, A6, 5 X 7 inches, 4 x 6 inches, legal, letter, envelopes: #10, DL, C6, C4</p>	UNIT	2		
Total Quoted Amount					

Amount in Words: _____

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

Delivery Period : Thirty (30) Calendar Days
 Warranty : _____

 Signature over printed name

 Office Telephone No./Fax/Mobile No.

 Date

 Email Address