



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC- Goods and Services
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SHOPPING
(SECTION 52.1b)

Date : January 19, 2021
PR No. : GF-20-03-00488

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

Project Title : **PROCUREMENT OF DESKTOP COMPUTER, PRINTER AND OTHERS**

Approved budget of
the Contract : **Php 499,500.00**

End-User /
Implementing Office : **QUEZON CITY VETERINARY 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 January 22, 2021, 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 (2021);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 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 DESKTOP COMPUTER, PRINTER 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. 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) 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 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	DESKTOP COMPUTER , Processor Intel core i7 latest generation, Memory: 16 GB or higher, Hard Drive: 2 TB 3.5 SATA, 1 BG LAN, Video Card: 4GB DDRS, MS Windows 10 Pro with Microsoft office software, bit, With same brand USB mouse keyboard, same brand monitor 23 inches LED, with 1 KVA 650W UPS	unit	4		
2	INK TANK PRINTER , L120 Ink Tank System Printer, Product Type: Inkjet Printer, Print Speed (black & white): 8 pages/min. Print Speed (Colour): 4 pages/min. Display Type: Colour LCD, Automatic Duplex: Yes, Resolution: 720 x 720 dpi	unit	2		
3	PRINTER , ecotank L5190 with print, copy, scan and fax, Nozzle Configuration: 180 nozzles black, 59 nozzles per color, Minimun Droplet Size: 3pl, with variable-sized droplet technology, Ink Technology: Dye Ink, Printing Resolution: 5,760 x 1,440 DPI, All-in-One Functions: Print, Scan, Copy, Fax, Printing Speed ISO/IEC 24734:10 pages/min Monochrome, 3 pages/min colour. Printing Speed: 33 pages/min monochrome (plain paper 75g/m², 15 pages/min colour (plain paper 75g/m2), 69 seconds per 10 x 15cm photo, Colours: black, cyan, yellow, magenta, Single-sided scan speed (A4 black): 200 dpi (with ADF); 4.5 ipm with ADF scan 200 dpi (flatbed) 12 sec. with flatbed scan, Single-sided scan speed (A4 colour): 200 dpi (with ADF); 4.5 ipm with ADF scan 200 dpi (flatbed) 29 sec. with flatbed scan, Scanning Resolution: 1,200 DPI x 2,400 DPI (Horizontal x Vertical), Output formats: BMP, JPEG, TIFF, PDF, Scanner type: Contact smage sensor (CIS), Type of Fax Walk-up black and white and colour fax capability. Error correction mode: CCITU/ITU groups fax with error correction mode, Fax speed dials (max): 100 names and numbers, Page memory: upto100 pages (ITU-T No. chart), Fax Function: PC Fax, Auto Redial, Address Book, Delay Send, broadcast fax	unit	2		

4	EXTERNAL HARD DRIVE, capacity 2 TB, Hard Dive interface: USB 2.0/3.0, Hard Dive Rotational Speed: 1 RPM, Max Speed: 120 MB/s, Enclosure: Aluminum, Works with: Mac/Windows, Item Weight: 4.5 ounces, Item Dimensions: L- 4.52 inches x W-3.07 inches x H- 0.46 inches	unit	5		
	Total Quoted Amount				

Amount in Words:_____

OTHER INSTRUCTIONS/SPECIFICATIONS:	
1. <i>Statement of Warranty – Minimum of One (1) year</i>	

Delivery Period : Thirty (30) calendar days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address