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

QUEZON CITY
Great.Green.Growing.

REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : _____January 19, 2021_____
PR No. : __GF-20-08-01212__

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : **PROCUREMENT OF COPIER MACHINE AND DUPLICATING MACHINE**

Approved budget of
the Contract : **Php 370,987.00**_____

End-User /
Implementing Office : **DEPARTMENT OF ENGINEERING**_____

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 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 (2021);
4. Tax Clearance; and
5. Omnibus Sworn Statement prescribed by **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 AND DUPLICATING 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. 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 in black ink only.
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	**Copier Machine** Type: Desktop, Memory capacity: 265MB (max:256 MB) Scan Resolution: 600 x 600 dpi, Printing Resolution: 600 x 600 dpi, Warm up time: 18 seconds or less (at room temperature 23°C), Original Size: Maximum of A3, 11 x 17" for both sheet and book, Paper Size: Max A3, 11x 17, Min A5, Image loss width Lead edge 5.5 mm, Trail edge 6.0 mm, Right/Left edge 5.5 mm, Paper Weight: Paper Tray 60 to 90 gsm, Bypass Tray 60 to 216 gsm, First Copy Output Time: 7,4 sec (A4 LEF) Continuous Copy SpeedtA4 LEF/B5 LEF: 21 sheets/minute, B5: 12 sheets/minute, A4: 15 sheets/minute, B4: 12 sheets/minute, A3: 10 sheets/minute, Paper Tray Capacity: Standard 250 sheets x 1 tray + bypass Tray 100 sheets, Optional One Tray Module 500 sheets, Max 850 sheets (Standard plus one tray module), Output Tray Capacity: 250 sheets (A4 LEF), Power Supply: AC220-240V +/- 10%, 6 A, 50/60 Hz common Maximum Power Consumption: 1.3 kW (Ac220V +/- 10%), 1.4 kW (AC240V +/- 10%) Sleep Mode: 2.0 W (AC220V), Ready Mode:71 W (AC220V), Dimensions: W 595 x D 580xH 568 mm, Weigh: 32 kg, Type: Built in type, Continuous Print Speed: Same as the Basic Specifications/Copy Function, Printing Resolution:600x600 dpi, Page Description Language: HBPL (Host Based Print Language), Supported Operating System: Windows 10 (32bit): Windows Server 2016 (64bit), Windows 10 (64bit): Windows Server 2012 R2 (64bit). Windows 8.1 (32bit):'Windows Server 2012 (64bit), Windows 8.1 (64bit): Windows Server 2008 R2 (64bit), Windows 7 (32bit): Windows Server 2008 (32bit), Windows 7 (64bit): Windows Server 2008 (64bit), Interface: Ethernet 100BASE-TX/10BASE-T, USB 2.0, Scan Function: Type-Color Scanner, Scan Resolution - 600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi, Scan Speed: Same as the "Scan Speed' for the duplex automatic document feeder, Interface: Same as the Print Function, Duplex Automatic Document Feeder: Original Size- Max: A3, 11 x 7" ,Min-A5, Paper Weight-38 to 128 gsm (In duplex 50 to 128 gsm), Capacity: 110 sheets, Scan Speed: Copy-B/W 23 sheets/minute (A4 LEF Simplex), Scan- B/W:23 sheets/minute, Colour:23 sheets/minute Standard Paper (A4 LEF), 200 dpi, using TWAIN driver (USB), Service Warranty: Lifetime Free Service Warranty, which includes regular preventive maintenance.	Unit	1		

| 2 | **Duplicating Machine**
Master Making/Printing Methods: High-speed digital master-making/Fully automatic printing
Original Type: Sheet
Original Size (min./max.): 90mm x 140 mm to 310 mm x 435 mm (3 17/32 inches x 5 1/2 inches to 12 7/32 inches x 17 1/8 inches)
Original Paper Weight: 50 gsm to 107 gsm (13-1b bond to 29-lb bond)
Original Paper Capacity: 1 Sheet
Scanning Area(max.): 297 mm x 435 mm (11 11/16 inches x 17 1/8 inches)
Printing Paper Size (min./max.): 100 mmx 148 mm to 297 mm x 420 mm (3 15/16 inches x5 13/16 inches to 11 11/16 inchesx 16 17/32 inches)
Paper Supply Capacity: Approx. 1000 sheets, 64 gsm to 80 gsm (17-b bond to 21-lb bond) / Maximum stacking height 110 mm (4 11/32 inches)
Paper Receiving Capacity: Approx. 800 sheets, 64 gsm to 80 gsm (17-1b bond to 21-1b bond)/ Maximum stacking height: 90 mm (3 17/32 inches)
Printing Paper Weight: 35 gsm to 128 gsm (9-1b bond to 34-Ib bond)
Image Processing Mode: Line, Photo, Duo, Pencil
Resolution (Scanning and Printing): 300dpi x 300dpi
Master-making Time: Approx. 39 seconds or less (for B4 originals/short edge feed/100% reproduction ratio)
Printing Area (max.): In units of mm: 251 mm x 357 mm (9 7/8 inchesx 14 1/16 inches), In units of inches: 210 mm x 349 mm (8 9/32 inches x 13 3/4 inches)
Print Reproduction Ratio: In units of mm: 100% reproduction ratio, Enlargement (141%, 1227%, 116%), Reduction (94%, 87%. 827%. 71%), In units of inches: 100% reproduction ratio, Enlargement (154%. 129%. 121%). Reduction (94%. 78%, 65%,61%)
Print Speed: 3 levels: 60, 80, and 100ppm
Print Position Adjustment: Horizontal:#:10 mm, Vertical:t10 mm', (Horizontal: t13/32 inches, Vertical: #13/32 inches)
Ink Supply: Full automatic (800 ml/ catridge)
Master Supply/ Disposal: Full automatic (B4: approx. 200 sheets per roll). Disposal Capacity: approx. 30 sheets
User Interface: LED panel
Computer Connection: USB PC Interface
Optional Accessories: Not Available
Operating Noise: Max. 69dB(A) (when printing 100 sheets per minute in the operator position)
Power Source: AC 100-120V/220-240v, 50-60 Hz <2.0A/1.0A>
Power Consumption: Max. 160W, Ready: 15W or lower Sleep: 10W or lower, Power-OFF: 0.5W or lower
Functions: Original Scanning Mode, Scanning Level, Enlargement/Reduction, 2-up, Speed, Print Position, Program, Idling. Confidential, Meter Display, Proof, Direct Printing, Auto Sleep Setting, Auto Power-OFF Setting. iQuality System
Dimensions: In Use: 1280mm x 655 mm x 515 mm (50 13/32 inches x 25 25/32 inches x 20 9/32 inches), In Storage: 665 mm x 655 mm x 505 mm (26 3/16 inches x 25 25/32 inches x 19 7/8 inches)
Required Space (WxDxH): 1280 mm x 1255 mm x845 mm (50 13/32 inches x 49 13/32 inchesx 33 9/32 inches)
Weight: Approx. 64 kg (141lb)*2
Equipment & Parts Warranty: One (1) year warranty from the date of installation. The waranty shall not include the following
1. Damage caused through the fault or negligence of the User.
2. Improper handling of the equipment.
3. Attachment and/or any mechanism, gadgets which are not originally included in the package.
4. External causes like, extreme power or current fluctuations, infiltrations of insects, rodent, fire and other fortuitous event.
Service Warranty: Lifetime Free Service Warranty, which includes regular preventive maintenance. | Unit | 1 | | |
| | | | **Total Quoted Amount** | | |

Amount in Words:_____

OTHER INSTRUCTIONS/SPECIFICATIONS:	
1. Authority to sell from manufacturer / exclusive distributor of the machines being offered which includes full guarantee on the availability of parts after sales warranty.	
2. Statement of Warranty: : Lifetime Free Service Warranty, which includes regular preventive maintenance	

Delivery Period : <u>Thirty (30) Calendar Days</u>
Warranty   : _____

_____
Signature over printed name

_____
Office Telephone No./Fax/Mobile No.

_____
Date

_____
E-mail Address