



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : January 26, 2021  
PR No. : GF-20-09-01537

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF DIGITAL COPIER AND AIRCONDITIONING UNIT**  
Approved budget of the Contract : **Php 457,855.06**  
End-User / Implementing Office : **OFFICE OF THE CITY MAYOR (QUEZON MEMORIAL CIRCLE)**

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 29, 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 DIGITAL COPIER AND AIRCONDITIONING UNIT**  
**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	<b>Digital Copier</b> Memory: (Standard)-256MB / (Maximum)-512MB Warm Up Time: 30seconds maximum First Copy Output Time: 5.4seconds or less Multiple Copies: 1 to 999 sheets Magnification: 25% to 400% (1% increment) Maximum Original Size: Max. A3/11" x 17" Copy/Print Speed: 25ppm Resolution: (Reading) - 600x600dpi / (Writing) - 1200 x 1200 dpi Paper Source (Cassette): (Standard) - 2x550 sheets/capacity / (Maximum) - 250+3x550 sheets/capacity Paper Source (Bypass): (Standard): 100sheets paper capacity Main Unit Dimension: 565mmx680mmx806mm (with the platen cover) / 565mmx693mmx896mm (with the feeder) Weight: Approx 67.7kg	unit	1		
2	<b>Airconditioning Unit</b> - Window Type, Non-Inverter 2.0Hp, Window Type Airconditioner. Remote Model, Energy Saving Mode, Anti-Corrosive Gold Fin Condenser, Air Deflection Control, Recommended Floor Area: Up to 35 sqm, Cooling Capacity: 18,500 kj/h-W, Dimension: 660 x 428 x 674mm	unit	4		
<b>Total Quoted Amount</b>					

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

**Other Requirement/s:**

- Statement of Warranty (minimum of one (1) year)
- Authority to sell from manufacturer / exclusive distributor of the digital copier being offered which includes full guarantee on the availability of parts after sales warranty

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address