



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

Date : JANUARY 26, 2021  
PR No. : GF-20-10-01885

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF COPIER MACHINE AND SCANNER**  
Approved budget of  
the Contract : **P 160,000.00**  
End-User /  
Implementing Office : **OFFICE OF THE CITY MAYOR**

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 10:00AM 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 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 AND SCANNER**

**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	COPIER MACHINE: B/W Mufti Functional for A4 * Up to 45 pages per minute A4 in black & while * With Regional ELCAC TF and City Focal Persons * Long-life components provide unprecedented efficiency and reliability * Compact Design with full functionality * Double-sided-print, copy, scan and fax functionality as standard. * Increased productivity with 45 pages fast paced print output * Decreased low power consumption save energy. * Mobile ready as never before * Full defense with the optional data security kit general Resolution 1,200 DPI quality 600 print. 600 print DPI, 256 Greyscales (scan) Warm up time: 16 seconds or less Time to first: approx. 5.9 seconds or less in B/W Dimension: 475 xs 476 x 475 mm (Wx DxH] Power consumption: printing: 630w copying low power mode: 29 w ready mode	unit	1		
2	SCANNER Wired & wireless network document scanner * High speed 2 sided scanning up to 40 ppm * 2- sided scanning in single pass * Archive optimum performance with twain, wia, ica, sane driver * 50 pages automatic doc feeder(ADF); wireless connectivity	unit	1		
Total Quoted Amount					

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

Delivery Period : Thirty (30) calendar days

Warranty : \_\_\_\_\_

<b>OTHER REQUIREMENT:</b>	
<ul style="list-style-type: none"><li>• Statement of Warranty – (minimum of One (1) year)</li></ul>	
<ul style="list-style-type: none"><li>• Authority to sell from manufacturer / exclusive distributor of the photocopy machine being offered which includes full guarantee on the availability of parts after sales warranty</li></ul>	

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address