

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 Office (CGSO) shall have the right to inspect and/or to test the goods and confirm their compliance to the technical specifications.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. After delivery and upon the submission of the required supporting documents, i.e. sales invoice and/or billing statement, by the contractor, the Quezon City Local Government shall make payment through check in favor of the contractor.
10. 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. CGSO 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.
11. 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:

QUOTATION

Summary of Approved Budget			Total offered Quotation				
Item Description (Technical Specifications)		Qty	Unit of Measure (UOM)	(Inclusive of taxes and fees)			
				Unit Cost	ABC Amount	Vendor's Unit Price	Vendor's Amount
1	Desktop Computer Processor: Intel Core i5-7200U 2.50 GHz (3M Cache, up to 3.10 GHz) Operating System: Windows 10 Home Graphics: 2GB AMD Radeon 530 GDDR5 Memory: 4GB DDR4 Storage: 1TB HDD Webcam: 1080p hidden IR Camera Microphone: Far Field Optical Drive: DVD Audio: 2 x 3 W speakers Wireless LAN: 802.11ac, 1x1, Wifi+Bluetooth	3	unit	71,850.00	215,550.00		
2	Printer Printer speeds of up to 12 images per minute Simple to use ink tank refill system 2 x black, 1x cyan, 1 x magenta, and 1 x yellow ink bottles included wireless connectivity, mobile printing 150 sheet, front loading, enclosed paper tray 20 sheet automatic document feeder (ADF) 1 line LCD & cursor controls	3	unit	18,000.00	54,000.00		
3	Printer (All in One) compact integrated tank design, high yield ink bottle spill-free, error free refilling, wi-fi, wi-direct borderless printing up to 4R ultra-high yield or 7500 coloured and 4500 black & white pages Print Speed: photo default - 10x15cm/4x6" approx 69 sec per photo (border)/ 90 sec per photo borderless Copy Speed: Colour/Black and White; Draft/Standard Scan Speed: Flatbelt (Black/Colour); 200 dpi: 11 sec/200 dpi: 28 sec	2	unit	26,782.87	53,565.74		
4	Desktop Computer Processor: Quad Core @ 2.4GHz (i5 or i7 Intelcore or equivalent AMD); RAM 8GB; Hard Drive: 1TB 5400 RPM Hard Drive: Wireless (for laptop) 802.11g.n (WPA2 Support required); Monitor 19 inches LCD - Desktop only Operating System: Windows 10 Pro	2	unit	80,348.62	160,697.24		
-----Nothing Follows-----				TOTAL:	483,812.98	TOTAL:	

REMARKS

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

