



Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9

Date: February 9, 2021
PR No: GF-20-11-02067

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF COPIER AND AIRCONDITIONING UNIT**
Approved Budget for the Contract : **Php 477,500.00**
End-User / Implementing Office : **City Assessor's Office**

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 **February 15, 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.

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For any clarification you may contact us at 89884242 loc. 8505/8709.

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 , Brand New, Type: Console, Engine Speed: A4 (8 1/2 x 11")*1: Max. 26cpm/26 ppm A3(11" X 17"): Max. 20ppm. Control Panel Display: 7.0 inch colour LCD Touchscreen. Paper size: Max. A3 (11" X 17"), Min. A6*2 (5 1/2" x 8 1/2"). Paper Capacity: (500-sheets Tray x 2 and 100-sheets multi-bypass tray) Paper Weight Tray: 55 g/m2 to Ma. 2,100 sheets (1,100 sheet & optional 500-sheet tray x 2); Standard: 600 sheets (500-sheet tray and 100~sheet multi-bypass tray) Max. 2,100 sheets (600 sheets & optional 500-sheet tray x 3). Paper Weight: Tray:55g/m to 105g/m2 (13 lbs bond to 28 lbs bond) Multi-bypass Tray: 55g/m2 to 200 g/m2 (13lbs bond to 110 lbs bond). Warm-up time*3: 20 seconds. Memory; Standard: 2 GB (Copy/ Print shared) HDD: 250 GB HDD. Power Requirements: Rated local AC Voltage ± 10 %, 50/60 Hz. Power Consumption: Max 1.45 kW (220 TO 240), max 1.44 kW (110 to 127V). First Copy Time: 4.0 seconds. Continuous Copy: Max, 999 Copies. Resolution: Scan- 600 x 600 dpi, 600 x 400 dpi, 600 x 300 dpi; Print-600 x 600 dpi. Gradation: Scan-256 levels; Print 256 levels (equivalent). Zoom range: 25% to 400% (25% to 200% using RSPF in 1% increments, Preset Copy Ratios: Metric: 10 ratios (5R/5E), inch: 8 ratios (4R/4E) with one (1) year Warranty on parts and lifetime maintenance services	unit	1		
2	Air-conditioning Unit , Brand New, Floor mounted Inverter, Capacity: 5.0 tr. Cooling Capacity: 30,900-58,600 Kj/Hr, Power Consumption: 2,000-5,200 Watts, Power Supply: 230v/60Hz/1 Ph, Dimension: 600mmW x 1,934mmH x 455mmD, Packaging Dimension: 765mmD x 2,070mm H x515mmD, Weight (Net/Gross): 55.77 kg. Installation Included, one (1) year Warranty on parts and services	unit	1		
Total Quoted Amount					

Amount in Words:_____

_____.



OTHER INSTRUCTIONS/SPECIFICATIONS:	
1. <i>Statement of Warranty – Minimum of One (1) year</i>	
2. Authority to sell from manufacturer / exclusive distributor of the copier machine 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

Email Address