

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 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
DIGITAL COPIER/MONOCHROME Warm up time: 10 seconds; First Output Speed: 6.5 seconds; Continuous output speed : 20/25 pages per minute; Memory: Standard: 128MB; Dimensions (WxDxH): 587 x 568 x 430/587 x 568 x 528mm; Weight: 37/47 kg.; Power Source: 220-240 V, 50/60 Hz; Copying process: Laser beam scanning and electro-photographic printing; Multiple copying: Up to 99 copies ; Resolution: 600 dpi; Zoom: from 50% to 200%; Printer language: Standard: : GDI; Printer resolution 600 dpi; Interface: Standard: USB 2.0 Option: Ethernet 10 base-T/100 base-TX (DDST Unit); Network protocol: Standard: TCP/IP (IPv4), IPP; Windows environments: Windows Vista, Windows 7, Windows XP, Server 2003, Windows Server 2008, Windows Server 2008R2; UNIX environments: OPEN SUSE (KDE & Gnome: v12.1, Ubuntu (Gnome): v11.1, Kubuntu (KDE): v11.1; Scanning speed: B/W: Max 17 originals per minute Colour: Max 6 originals per minute; Resolution: Maximum 600 dpi; Bundled drivers: TWAIN, SANE, Network TWAIN (Option) Interface: Standard: USB 2.0 Option: Ethernet 10-base-T/100 base TX (DDST Unit); Recommended paper size: Standard paper tray/s: A3, A4, A5. Bypass Tray: A3, A4, A5, A6; Paper input capacity: Standard: 350/600 sheets, Maximum: 1,350/1,600 sheets; Paper output capacity; Standard: 250 sheets, Paper Weight: Standard paper tray (s): 60-90 g/m, Bypass tray 60-162g/m, Duplex: 64-90 g/m; Power consumption: Maximum 1,550 W, Ready mode: 105/106 W, Sleep Mode; 2.3 W, TEC (TYPICAL ELECTRICITY cONSUMPTION): 1,330/1,594 W/h, BRANDED	1	UNIT	230,000.00	230,000.00		
-----Nothing Follows-----			TOTAL:	230,000.00	TOTAL:	
REMARKS						

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address