



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 53.1

Date: MAY 11, 2021
 PR No: GF-20-09-01486

Name of Company : _____
 Address : _____
 Contact No. : _____
 Project Title : **PROCUREMENT OF PHOTO COPIER MACHINE AND OTHERS**
 Approved Budget for the Contract : **Php 1,780,195.63**
 End-User / Implementing Office : **BARANGAY AND COMMUNITY RELATIONS DEPARTMENT**

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 **MAY 14, 2021, 11:00 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 2020) (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.


ROWENA T. MACATAO
 Chairperson, BAC- Goods and Services

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	Photo Copier Machine Specification: Control Panel: 17.8 cm (7 inch) full color touch panel display Engine Speed: 60 pages 44 per minute Resolution: 1,200 dpi quality (1,800 x 600, print), 600 x 600 dpi, 256 greyscale Dimension: 475 mm x 455 mm x 590 mm Weight: 23.3 kg. (approximately) Power Source: AC 220 - 240 V, 50/60 Hz Paper Handling: Input capacity - 500 sheet multi-purpose tray, max. input capacity including options - 2,600 sheet Scan Speed: 60 ipm Scan Resolution: 600,400,300 & 200 dpi Maximum Scan Size: A4 Legal	unit	2		
2	Typewriter (Manual) Specifications: Typewriter Interwood 18" 44 Keys (English), Elite Types Carriage Length: 17.8" (445 mm) Max. Typing Width: 460 mm Max. Paper Width: 460 mm Color Ribbon Selector: Red/ Stencil/ Black Net Weight: 5.9 kgs Gross Weight: 7.5 kgs Dimensions: (W x D x H): 600 x 400 x 190 mm	unit	2		
3	Typewriter (Electical) Specifications: Paper Width: 330mm/13" Typing Width: 229mm/9" Dimensions (cm): 37.5 x 41.2 x 11.7 (L x W x H) Weight (kg) - 5.4 LCD Display: 1 line / 20 characters Print Speed: 12 chars. Per sec Line Spacing: 1,1.5,2 Number of Keys: 45 Max. Special Print Mode: Bold, Underlining, Underlining Words	unit	1		
4	Laminator Specifications: Multi-function, Heavy Duty Power Consumption - 620W Max. Laminating Width - 330mm Temperature Range: 80-180	unit	2		

5	Fax Machine (paper fax machine) Specifications: 10 Sheets Feeder 100 Phonebook Stations Basic Fax Machine with Auto Cutter 9.6 kbps modem speed 10 One-Touch Dial Button	unit	3		
6	Desktop Computer (Processor: Intel Core i3-7020U or its equivalent benchmark processor Display Size: 23.8 in, Office App Version: Microsoft 365 bus. standard, Memory: 4GB, Anti-Virus: Bit defender, Storage: 1TB HDD, UPS: BX650Li-Ms Operating System: Windows 10 Home Keyboard & Mouse (same brand of the unit)	unit	9		
7	Laptop (Processor: Intel Core i5+8300H, or its equivalent benchmark processor Memory: 8GB, Camera Resolution: 1080p Full HD, Storage: 1TB HD, Office App version: Microsoft 365 bus. standard Diagonal Display: 15.6 in (1080p), Anti-virus: Bit defender, Windows Edition: Windows 10 Home, Battery Life: 42wh	unit	5		
8	Printer (3 In 1 printer, scanner and xerox) (Ink Tank Printer) Print, Copy, Scan, Wireless) Speed: upto34ppm Resolution: Up to 1200x1200 dpi	unit	10		
9	Scanner Scanner Type; Flatbed colour image scanner, Optical Resolution: 4,800 dpi x 4,800 dpi, Output Resolution: 50 dpi to 48000 dpi, 7200 dpi, 9600 dpi Max Document Size: 216 x 297mm	unit	3		
10	Projector Multimedia Projector. 4000 min ANSI Lumens 1920x1080 native LED Projector HDMI	unit	1		
11	Audio Recorder Digital, Built-in, Direct USB Connection Memory: 4GB (expandable)	unit	5		
12	Microphone Product type: Wireless Microphone Systems Type: Handhelds Weight: 0.96kg Dynamic Handheld Microphone Accessories: Type: Microphones Channels: 1	unit	3		
13	Mixer Professional Mixer * 8 Channel Compact Mixer * 4 Mic/line 2 Stereo Input * 3 Band EQ * 24bit 99dsp Digital Effect *Mute and Solo Digital Effect *Phantom Power 48V *2Aux Out *USB/MP3 Function	unit	2		
14	Speaker Full Range, 3,000pmpo Indoor/outdoor speaker with full range	unit	2		
15	Flashlight *LED, Rechargeable (set) *IP44 Dust & Water Resistance *High end Aluminum Construction * Luminosity: 300m * Range: 100m *Beam Type: Spot to Flood	piece	6		
16	CCTV *8 Channel package *with 1 TB Hard Drive Disk	unit	1		



17	<p>Camera (DSLR)</p> <ul style="list-style-type: none"> * Premium E-Mount APS-C Camera * Body Only * In the box * AC Adaptor: AC-UUE12 * Accessory shoe cap * Body Cap * Eyepiece Cup * Micro USB cable * Power Cord * Rechargeable Battery * Shoulder Strap * Lens Compatibility: E-mount lenses * Lens Mount: E-mount * Aspect Ratio: 3:2 * Number of Pixels (Effective): Approx. 24.2 megapixels * Number of Pixels (Total): Approx. 25.0 megapixels * Sensor Type: APS-C type (23.5 x 15.6mm) CMOS sensor * Anti-Dust System: Charge protection coating on optical filter and image sensor shift mechanism * Recording Format: JPEG (DCF Ver. 2.0 Exit Ver. 2.31, MPF Baseline Compliant), RAW (ARW 2.3 format) 	unit	2		
18	<p>VIDEO CAMERA</p> <ul style="list-style-type: none"> * 24 mega-pixel, you can zoom in and out and crop the image at will 1080p Full HD, It can record video in full HD 3.0" LCD touch screen, super large touch screen CMOS image sensor, can make the DV get excellent image quality even in low light conditions 	unit	2		
19	<p>Drone</p> <ul style="list-style-type: none"> * GPS FPV RC Drone with Camera Live Video 2K Camera and GPS Return Home Quadcopter with Adjustable Wide-Angle Wi-Fi Camera Follow Me, Altitude Hold, Intelligent Battery Long Control Range 	unit	1		
20	<p>Evaporative Cooler</p> <p>170 watts, 15-20M area, Elegant Plastic body, floor type standing with wheels, 30 liters water tank capacity, with water piping provision with horizontal (automatic) and vertical (manual) louver.</p>	unit	3		
21	<p>White Board</p> <p>Size: 3ft x 5t</p> <p>Material: high quality, melamine whiteboard, Color: white, single sided whiteboard</p>	piece	4		
22	<p>Push Cart</p> <p>Weight: 300 kgs. Capacity</p> <p>Platform cart, Stainless</p> <p>Length- 36 inch; Width - 24 inch</p>	unit	2		
23	<p>Hand Truck</p> <p>General Purpose Truck;</p> <p>Medium Duty 150kgs. Capacity,</p> <p>1" Double Handle,</p> <p>8" Solid Tire, 45" Height x 20.5" Width x 17" D, Nose Plate: 8" x 15"</p>	unit	2		
24	<p>Projector Screen</p> <p>Tripod type</p> <p>Adjustable, 5 x 5 in size</p> <p>Multi Media screen</p>	unit	2		
25	<p>Computer Software</p> <p>Anti-Virus</p>	piece	15		
			Total Quoted Amount		

Amount in Words: _____



OTHER INSTRUCTIONS/SPECIFICATIONS:	
1. Authority to sell from manufacturer / exclusive distributor of the duplicating machine being offered which includes full guarantee on the availability of parts after sales warranty (For Item No. 1)	
2. Statement of Warranty – Minimum of One (1) Year	

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address