



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC- Goods and Services
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : JULY 19, 2021
PR No. : PD-21-OE-160

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF HEAVY DUTY DIGITAL MULTIFUNCTION PRINTER**
Approved budget of the Contract : **Php 486,000.00**
End-User / Implementing Office : **PROCUREMENT 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 JULY 23, 2021, 10:00 AM 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 **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2020) (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 HEAVY DUTY DIGITAL MULTIFUNCTION PRINTER**
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.

(Sgd.) 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 initiated 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	<p>HEAVY DUTY DIGITAL MULTIFUNCTION PRINTER</p> <p>Technical Specifications: Type: Console Engine Speed: A4 (81/2"x11")*1: Max.26cpm/26ppm A3 (11"x17"): Max. 20 ppm Control Panel Display: 7.0-inch colour LCD touchscreen Paper Size: Max.A3 (11"x17"), min. A6*2 (51/2x81/2") Paper Capacity: (500-sheet tray x 2 and 100-sheet multi bypass tray) Warm-up time *3: 20 sec. Memory: Standard 2GB (copy/print shared) Power Requirements: Rated local AC voltage + 10%, 50/60 Hz, First Copy Time: 4.0 sec. Resolution Scan: 600 x 600 dpi, 600 x 400 dpi, 600 x 300 dpi, Print: 600 x 600 dpi Zoom Range: 25% to 400% (25% to 20% using RSPF) 1% Network Colour Scanner Scan Method: Push scan (via control panel), pull scan (TWAIN-compliant application) Scan Speed: 31 originals/min. Resolution: Push scan 100, 200, 300, 400, 600 dpi Pull scan 75,100,150,200,300,400,600 dpi 50 to 9,600 dpi via user setting Scan destination: Scan to e-mail/desktop/FTP server/network, folder (SMB)/USB memory Document Filing Main and custom folders: 20,000 pages or 3,000 files Quick file folder: 10,000 pages or 1,000 files Storage folders: Quick file folder, main folder, custom folder (max. 1,000 folders) Confidential storage: Password protection (for main and custom folders) Network Printer Resolution: 1,200x600 dpi, 600x600 dpi, 9,600 with smoothing Interface: USB 2.0 10Base-T/100Base-TX/1000Base-T Supported OS: Windows server2003, Windows server2003R2, Windows server 2008, Windows server 2008R2, Windows server2012, Windows server2012R2, Windows Vista, Windows 7, Windows 8, Windows 8.1, Mac OS x10.4, 10.5, 10.6,10.7,10.8,10.9,10 Warranty and After Sales Service Support Authorized technicians will provide free training to your users and will make such inspections/adjustments as required to keep the copier in excellent working condition.</p>	unit	2		
Total Quoted Amount					

Amount in Words: _____

Other Requirements:	
1.	Authority to sell from manufacturer / exclusive distributor of the machine being offered which includes full guarantee on the availability of parts after sales warranty
2.	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

E-mail Address