



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



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date: SEPTEMBER 07, 2021
PR No: CJBSR-21-OE-306

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF PHOTOCOPIER MACHINE AND OTHERS**
Approved Budget for the Contract : **Php 345,936.50**
End-User / Implementing Office : **OFFICE OF COUN. JORGE BANAL, SR.**

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 **SEPTEMBER 10, 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 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.

ATTY. DOMINIC B. GARCIA
Officer-In-Charge/Head, BAC Secretariat

TERMS AND CONDITIONS

- Bidders shall **provide correct and accurate** information required in this form.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
- 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.
- 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.
- The City General Services Department (CGSD) shall have the right to inspect the goods.
- Non-submission of eligibility documents shall mean disqualification of Quotation.
- 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.
- 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
	With Minimum Technical Specifications of the following:				
1	LAPTOP -13.3-inches Retina LED-backlight with true tone technology: 2560 by 1600 pixels. -1.1 GHz dual core i3 with 4MB L3 cache -8GB of 3733mhz LPDDR 4x memory -256 GB PCIe based ssdd -Processor: With built-in graphics -Two Thunderbolt 3 (USB - C) Ports; support for high speed I/O and video out -Headphone jack; stereo speaker -Touch ID -Full Size Backlit Magic Keyboard -802.11 ac WIFI and Bluetooth 5.0 -HD Camera -Pre-installed OS -Size and weight: 0.16-0.63 by 11.97 by 8.36 inches (0.41-1.61 by 30.41 by 21.24 cm) 2.8 pounds (1.29 kg)	unit	1		
2	PRINTER Maximum Printing Resolution: 4800 (horizontal) *1 x 1200 (vertical) dpi Paper Size: A4, A5, B5, Letter, Legal, 4 x 6 inches, 5 x 7 inches, 8x 10 inches, Envelopes (DL, COM10), Square (5x5 inches), Business Card, Custom size (width 55-215.9mm, length 89 - 676mm). Paperweight: Plain Paper: 64- 105g/m2, Specialty paper: max paperweight: approx. 275g/m2 Photo Paper Plus Glossy II (PP-201) Print Head alignment; Manual SCANNER Scanner Type: Flatbed Scanning Method: CIS (Contact Image Sensor) Optical resolutions: 600x1200 dpi Scanning Bit Depth (Input / Output): Colour: 48 / 24-bit (RGB each 16/8-bit), Grayscale: 16/8-bit	unit	3		

	<p>Line Scanning Speed: Grayscale: 1.5 ms/line (300 dpi). Colour: 3.5 ms/line (300dpi)</p> <p>COPY</p> <p>Maximum Document Size: A4 / Letter (216 x 297 mm)</p> <p>(ADF: A4, Letter, Legal)</p> <p>Compatible Media: Size A4 / A5 / B5 / Letter / Legal / 4x6"/5x7" / Business Card</p> <p>Image quality: 3 positions (Draft, Standard, High)</p> <p>Density Adjustment: 9 positions, Auto intensity (AE copy)</p> <p>Multiple Copy: Black/Colour: Max. 99pages</p> <p>FAX</p> <p>Type: Desktop Transceiver (Super G3 / Colour Communication)</p> <p>Applicable Line: PSTN (Public Switched Telephone Network)</p> <p>Transmission Speed*8: Black: Approx. 3 sec (33.6 kbps), Colour: Approx. 1 min (33.6 kbps) lines/mm</p> <p>(Fine) 300 x 300 dpi (Extra Fine), Colour: 200 x 200 dpi</p> <p>Scanning Width : 208 mm (A4), 214 mm (LTR)</p> <p>Modem Speed: Maximum 33.6kbps (Automatic fall back)</p> <p>Compression: Black: MH, MR, MMR, Colour: JPEG</p> <p>Gradation: Black: 256 levels, Colour: 24-bit Full Colour (RGB each 8-bit)</p> <p>ECM (Error Correction Mode); ITU-T T.30 compatible</p> <p>Automatic Dialing: Group Dialing, Max. 19 locations</p> <p>Transmission / Reception Memory*9: Approx. 50 pages</p> <p>System Requirements: Windows 10, Windows 8.1, Windows 7 SP1 and OS X v10.10.5~v10.11, OS v10.12</p> <p>Protocol: TCP/IP</p> <p>Wireless: Network Type: IEEE 802.11 n / IEEE 802.11 g / IEEE 802.11 b, Frequency Band: 2.4 GHz, Channel*10:1 - 13, Range: Indoor 50m, Security: WEP 64 /128-bit, WPA-PSK (TKIP / AES), WPA2-PSK (TKIP / AES)</p> <p>Direct Connection (Wireless LAN): Available (AP Mode only)</p> <p>Display; Full dot</p> <p>Language: 32 Languages selectable</p> <p>Interface: USB 2.0 Hi-Speed</p> <p>Paper Output Interface: USB 2.0 Hi-Speed</p> <p>Operating Environment: Temperature: 5 - 35°C, Humidity: 10-90%RH</p> <p>Power: AC 100 - 240 V; 50/60 Hz</p> <p>Power Consumption: Connection to PC, USB</p> <p>Dimension (WxDxH): Factory configuration: Approx. 445 x 330 x 197 mm, Output / ADF trays extended: Approx. 445 x 526 x 249 mm</p> <p>Weight: Approx. 7.3 kg</p>				
3	<p>PHOTOCOPIER</p> <p>Copy, Network Print and Scan</p>	unit	1		

Printing Resolution 1200 x2400 dpi (Text/Text-Photo/Photo) Warm-up Time 44 seconds or less (23 degrees' Celsius room temperature) Original size Maximum of A3,11x17", 297x432 mm for both sheet and book Paper size - Max A3, 11 x1 7" (297 x 432 mm when using Bypass Tray) Min A5 (89 x 98 mm when using Bypass Tray) Image loss Width lead edge 5.5mm, Trail edge 5.5mm, right/left edge 5.5 mm Paper Weight*1 Paper Tray 60 to 90 gsm Bypass Tray 60 to 216 gsm First Copy output Time B/W:8.6 sec. (A4 LEF/Monochrome priority mode) Colour: 10.8 sec. (A4 LEF/ Colour priority mode) Continuous Copy Speed*2 A4 LEF B/W: 20 sheets/minute. Colour: 20 sheets/minute B5 LEF B/W: 12 sheets/minute. Colour: 12 sheets/minute A4 / B5 B/W: 12 sheets/minute. Colour: 12 sheets/minute A3 B/W: 12 sheets/minute. Colour: 12 sheets/minute Paper Tray Capacity*3 Standard 250 sheets x 1-tray + Bypass Tray 100sheets*4 Optional One Tray module: 500sheets				
Total Quoted Amount				

Amount in Words: _____

OTHER INSTRUCTIONS/SPECIFICATIONS:	
1. Statement of Warranty – (minimum of One (1) year)	
2. For item no. 3 – Authority to sell from manufacturer / exclusive distributor of the machines being offered which includes full guarantee on the availability of parts after sales warranty	

Delivery Period : Fifteen (15) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address