



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



**REQUEST FOR QUOTATION**  
**Shopping 52.1b**

Date: September 7, 2021  
PR No: GF-21-07-00334

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF PRINTER AND OTHERS**  
Approved Budget for the Contract : **Php 403,553.00**  
End-User / Implementing Office : **OFFICE OF THE CITY PROSECUTOR**

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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**Quezon City Local Government**  
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**2/F Procurement Department, Finance Building**  
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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	<b>REFILL TANK PRINTER</b> Function: Print, Scan, Copy, Printer Type: Inkjet Printer Product Dimensions (Width x Depth x Height): 435 mm x 359 mm x 159 mm Print Speed 16 (Mono) / 9 (Col) ipm FPOT: 6.5 (Mono) / 10 (Col) seconds Paper Size: A4, Letter, Executive, A5, A6, Photo 4 inches x 6 inches, Indexcard 5 inches x 8 inches, Photo 5 inches x 7 inches, C5 Envelope, Com-10, DL Envelope, Monarch, Photo 3.5 inches x 5 inches Maximum Paper Capacity: 150 Sheets (80 gsm, plain paper) Resolution Windows: Up to 1,200 x 6,000 dpi	unit	4		
2	<b>SERVER</b> Processor: Intel Xeon Silver 4212 2.2G, 12C/24T, 9.6GT/s, 16.5M Cache, Turbo, HT (85W) DDR4-2400 Memory: 16GB RDIMM, 2666MT/s, Dual Rank (16 DIMM slots) Network Controller: Dual-port 1 Gbe On-Board LOM Storage Controller: PERC H730P RAID Controller, 2GB NV Cache, Adapter, Low Profile Hard Drive: 600GB 10K RPM SAS 12Gbps 512n 2.5in Hot-plug Hard Drive (max 8 HDD) Optical Drive: DVD+/-RW, SATA, Internal Power Supply: Single, Hot-Plug Power Supply (1 +0), 550W Management: iDRAC9, Enterprise Form Factor: 1U Rack Server, Ready Rails Sliding Rails with cable Management Arm Warranty: 3yr ProSupport: Next Business Day Onsite Service	unit	1		
3	<b>ONLINE UPS</b> Single phase with ground 6000VA / 4800W INPUT 208/220/230/240VAC 110-300 VAC (Based on load 50%) 176-300 VAC (Based on load at 100%) 46~54 Hz or 56~64 Hz	unit	1		

Handwritten signature/initials.

OUTPUT 208/220/230/240VAC 46~54 Hz or 56~64 Hz 50Hz or 60Hz ± 0.1 Hz Pure Sinewave 2 years warranty				
Total Quoted Amount				

Amount in Words:\_\_\_\_\_

\_\_\_\_\_.

Delivery Period : Thirty (30) Calendar Days

Warranty : \_\_\_\_\_

OTHER REQUIREMENT:
Statement of Warranty
1. Minimum of One (1) year for Item No. 1
2. Minimum of Three (3) years for Item No. 2
3. Minimum of Two (2) years for Item No. 3

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

Handwritten signature and initials.