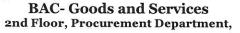


## **Republic of the Philippines QUEZON CITY GOVERNMENT**





Finance Building, Quezon City Hall Compound

## **REQUEST FOR QUOTATION**

SMALL VALUE PROCUREMENT (**SECTION 53.9**)

			Date : PR No. :	September 14, 2021
			PK NO	PD-21-OE-364
Name of Company				
Address	:			
Contact No.	:			
Project Title	PROCUREMENT OF HEA	VY DUTY DIGITAL MULT	IFUNCTION	PRINTER
Approved budget of the Contract	Php 486,000.00			
End-User/ Implementing Office	: PROCUREMENT DEPART	ΓΜΕΝΤ		
Please quote you Submit your quotati	best offer for the item/s desconduly signed by you or your	cribed below, subject to the duly authorized representati	Terms and Co	onditions provided. :han
September : of your company:	7, 2021, 10:00 AM Philip	pine Standard Time, togeth	er with the fo	ollowing documents
1 2	PhilGEPS certificate (not exp Business Registration (DTI/S	oired on the time of opening EC)	of quotations	5);
3 4	Mayor's/Business Permit (20	21);		
5	Tax Clearance; and Omnibus Sworn Statement p	prescribed by OC BAC - Go	ods and Ser	vices
6	Income/Business Tax Return	(for FY 2020) (For ABC P50	0,000.00 abo	ve)
7	If applicable, the JVA in case notarized statements from a will enter into and abide by successful.	Il the potential joint ventur	re partners st	ating that they
in a SEALED L	ONG BROWN ENVELOPE cha	ĨĬ.		

- Contain the Project Name and PR Number of the contract to be bid in capital letters; 1
- Bear the name and address of the Bidder in capital letters; 2

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.

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	HEAVY DUTY DIGITAL MULTIFUNCTION PRINTER	unit	2		
	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 Filling				
	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.				
		Total (	Junto	d Amount	
		i otai (	<b>Snote</b>	d Amount	

Amount in words:			
ther Requirements:			
Authority to sell from manufacturer the availability of parts after sales was		he machi	ine being offered which includes full guarantee
2. Statement of Warranty – Min	nimum 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