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 : **OCTOBER 12, 2021**
PR No. : **QCTD-21-OE-591**

Name of Company : _____
Address : _____
Contact No. : _____

Project Title : **PROCUREMENT OF PHOTOCOPIER MACHINE AND OTHERS**

Approved budget of the Contract : **P 200,000.00**

End-User / Implementing Office : **QUEZON CITY TOURISM 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 **OCTOBER 15, 2021; 10:00AM** 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 ABCs above P500,000.00)
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 PHOTOCOPIER MACHINE AND OTHERS**
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 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	**PHOTOCOPIER MACHINE** Features: - Up to 21 pages per minute in A4 colour and b/w - 1,200 dpi printing quality - Standard Wi-Fi ana Wi-Fi Direct - Mobile printing support including AirPrint - Double-sided print, copy, scan, fax functionality as standard - Direct printing from and scanning to USB flash memory - Compact design with low-noise printing - Exceptionally low printing costs Specifications: General - General type: Colour Multifunctional for A4 format - Technology: Colour Laser - Engine speed: Up to 21 pages A4 per minute in colour and b/w - Resolution: 1,200 x 1,200 dpi print at reduced speed, multibit technology for print quality up to 9,600 x 600 dpi (print), 600 x 600 dpi, 256 greyscales per colour (scan/copy) - Warm-up time: Approx. 32 seconds or less - Time to first print: Approx. 11/12.5 seconds or less in b/w / colour - Time to first copy: Approx. 10/12 seconds or less in b/w / colour - Dimensions (W x D x H): 417 x 429 x 495 mm - Weight: Approx. 26 kg - Power consumption: Copy/Print: 345W, Ready mode: 41W, Sleep mode: 1W - Power source: AC 220 ~ 240 V, 50/60 Hz - Noise (ISO 7779): Copy/Print BW/colour: 48/48 dB(A), Ready/ Stand-by: 30 dB(A) LpA, Sleep mode: immeasurably low - Safety standards: TUV/GS, CE - This product is manufactured according to ISO 9001 quality standard and ISO 14001 environmental standard - General memory: Standard 512 MB, Max. 1,536 MB	unit	1		

	Paper Handling - Input capacity: 50-sheet multi-purpose tray, 60-220 g/m², A4, A5, A6, B5, Letter, Legal, Folio, Envelopes, Custom (70 x 148 to 216 x 356 mm), 250-sheet universal paper cassette, 60-163 g/m², A4, A5, A6, B5, Letter, Legal, Folio, Custom (105 x 148 to 216 x 356 mm) - Max. input capacity with options: 550 sheets - Duplex unit: Duplex as standard supports 60-120 g/m² - Max. output capacity: 150 sheets face-down - Document processor: 50-sheet, Simplex scan 50-160 g/m², Duplex scan 50-110 g/m² A4, A5, A6, B5, Letter, Legal, Custom (105 x 148 mm to 216 x 356 mm) - General paper handling: All paper capacities quoted are based on a paper thickness of max. 0.11 mm. Print - Processor. Cortex A9, 800MHz - Controller language: PRESCRIBE lic - Emulations: PCL 6 (5c/XL), KPDL 3 (PostScript 3 compatible), PDF Direct Print, XPS Direct Print - Fonts: 93 outline fonts (PCL 6, KPDL3) + 8 (Windows Vista), 1 bitmap font, 45 types of one-dimensional barcodes, 1 type of two-dimensional barcode (PDF 417) - Features: Encrypted PDF Direct Print, IPP printing, e-mail printing, WSD print, secure printing via SSL, IPsec, SNMPv3 and Private print (requires memory expansion) - Applicable OS: Applicable OS All current Windows operating systems, MAC OS X Version 10.8 or higher, Unix, Linux Copy - Max. original size: A4/Legal - Digital copy features: Auto Colour Mode, Scan-once-copy-many, electronic sort, 2in1, 4in1, ID-card copy, priority print, program, auto duplex copy, continuous scan, auto cas-sette change, copy density control - Exposure modes: Auto, manual: 9 steps - Zoom range: 25 - 400 % in 1% steps - Continuous copy: 1 - 999 (When optional memory is installed) - Image adjustments: Text + Photo, Photo, Text, Map, Printed document Scan - Compression format: MMR/JPEG - File type: TIFF, PDF, PDF/A, JPG, XPS - Scan features: Integrated address book, Active Directory support, encrypted data transfer, multi send (e-mail, fax, SMB/FTP folder, print) at once - Original recognition: Text, photo, text + photo, OCR - Max. scan size: A4 / legal - Scan functionalities: Scan-to-Email, Scan-to-FTP, Scan-to-SMB, Scan to USB Host, Network TWAIN, WSD (WIA) scan (USB, network) - Scan resolution: 600, 400, 300, 200 dpi (256 grey scales per colour) - Scan speed: 30 ipm (300 dpi, A4, b/w), 23 ipm (300 dpi, A4, colour) Fax - Compatibility: ITU-T Super G3 - Modem speed: Max. 33.6 kbps - Scanning speed: 2 seconds or less - Transmission speed: 3 seconds or less - Scanning density: Normal: 200 x 100 dpi, Fine: 200 x 200 dpi, Superfine: 200 x 400 dpi, Ultrafine: 400 x 400 dpi - Max. original size: A4 / legal - Compression method: JBIG, MMR, MR, MH				

	- Fax features: Network faxing, Duplex fax transmission and reception, Encrypted transmission and reception, Polling transmission and reception, Broadcast Interfaces - Standard interface: USB 2.0 (Hi-Speed), USB Host Interface, Gigabit Ethernet 10BaseT/100BaseTX/1000BaseT) Wireless LAN, Slot for optional SD/SDHC-Card				
2	**SOUND SYSTEM** - Includes 200 W RMS - 400 W peak power output - Removable 8-channel powered mixer conveniently stows for transport - Two loudspeakers with 10" woofers and 1" HF compression drivers - Integrated storage compartment for cables and other accessories - 4XLR + 1/4" mic/line inputs - 2 stereo line input channels (1/4-inch and RCA) - 2-band EQ per channel - Switchable digital reverb and phantom power on channels 1-4 - Separate EQ contour modes for speech and music playback applications - 1/4-inch speaker outputs (cables included) - High performance all-in-one portable sound system speakers for any event - 2 Alto Professional loudspeakers with 10-inch woofers and 1-inch HF compression drivers - Integrated storage compartment for cables and other accessories - 1 Dynamic Wired Vocal Microphone (dimension: Ø48 mm x L 180 mm) - With Low-Profile Tripod Microphone Boom Stand	unit	1		
				Total Quoted Amount:	

Amount in Words: _____

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OTHER REQUIREMENT/S:
➢ Authority to sell from manufacturer / exclusive distributor of the photocopier machine being offered which includes full guarantee on the availability of parts and after sales warranty (For Item No. 1)
➢ 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