



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: **NOVEMBER 16, 2021**
PR No: **DPOS-21-OE-681**

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF COPIER MACHINE AND OTHERS**
Approved Budget for the Contract : **Php 403,597.38**
End-User / Implementing Office : **DEPARTMENT OF PUBLIC ORDER AND SAFETY**

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 **NOVEMBER 19, 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 ABCs above P500,000.00);
- 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

- 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
	GREEN TRANSPORT PROGRAM				
1	Digital Camera Seamless Connectivity (3G & Wi-fi), Android TM 4.1 Jelly Bean OS, 1.4GHz Quad Core processor. Optical Image Stabilization, HD Super Clear LCD (7F7) 16M, 4.8" 1280 x720 HD, 300g weight, 1650mAh battery capacity, USB,chargeable, Auto, & Red eye reduction, Fill-in Flash, slow sync, flash off, red-eye fix	unit	1		
	TRAFFIC OPERATIONS PROGRAM				
2	Copier Machine - Copy, Print, Scan and Optional Fax Function, Multifunctional for A4/A3 format, Engine Speed: up to 32/17 pages per minute A4/A3, Resolution: 1200 x 1200 dpi (print, at reduced speed), 600 x 600 dpi (scan/copy), Dimensions (W x D x H): Main unit: 594 x 696 x 683 mm, Weight: Poids: 59 kg, General Memory: Standard 2GB, 32 GB SSD, Input Capacity: 100-sheet multi-purpose tray, 45-256g/m²: A3, A4, A5, A6, B5, Ledger, Letter, Legal, Folio, Custom, SCAN: File Type: TIFF, PDF, PDF/A, JPEG, Open XPS, Encrypted High compression PDF, Scan functionalities: Scan-to-email, Scan-to-FTP, Scan-to-Scan-to-USB Host, Scan-to-box, Network TWAIN, WIA, WSD, PRINT: Features: Encrypted PDF Direct Print, IPP printing, e-mail printing, WSD print, secure printing via SSL, COPY: Max. original size: A3/Ledger, Digital copy features: Scan-once-copy-many, electronic sort, 2in1, 4in1, image repeat, page numbering, cover mode	unit	1		

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3	Manual Counting Device Mini Metal Case Press Manual Counter Buddha Manual mechanical counter, metal case, beautiful and durable, comfortable to the touch. Widely used in various data statistics, conference attendance, traffic flow, aircraft number, laboratory analysis and counting, cargo inventory, and other statistics occasions. The ten-inputs counter is pressed: the button pushes the ratchet, the bit is added and counted, and the rotary zeroing device is provided. The maximum number of products is 9999, the pressing ratio is 1:1, and the technical speed (300 times/min) is widely used in stations, docks, point tally, as well as vehicles entering and leaving the public, number of people	pcs	50		
4	Digital Laser Distance Meter - Laser diode: 635 nm, < 1 mW, Measurement range: 0.05-250.00m, Weight (approx.): 0.24 kg, Measurement time (typical): < 0.5 s , Measurement time (max), Laser class: 2, Power supply: 4 x 1.5 V (AAA), Automatic deactivation: 5 min, Units of measurement: m/cm/mm, Dust and splash protection: IP 54, Tripod thread: 1/4", Viewfinder: integrated, Laser colour: Red, Measuring range up to: 250m Inclusions: Manufacturer's certificate, Protective Bag, Carrying strap,	unit	1		
5	Electric Fan - stand type, 3-speed setting, with 3 blades	unit	5		
6	Laminating Machine - Laminator A6 size up to 125 microns	unit	1		
7	Television LED - 55" H6400 Full HD Smart LED 3D TV, black, 1920x1080 Full HD (1080p), Connectivity 4xHDMI; 3xUSB, 1xRCA Component Video In, 120 Hz, Clear Motion Rate:480, 110-120VAC, 60Hz, 152 W/1-00-240v, Smart Hub/Soccer Mode/Smart Control/ Voice Control/Screen Mirroring/Smart View	unit	1		
8	UPS - Uninterruptible Power Supply- 650VA 390 watts (Output Power Capacity 239v (Nominal Output Voltage)	unit	5		

Total Quoted Amount					

Amount in Words:

OTHER INSTRUCTIONS/SPECIFICATIONS:	
1. Statement of Warranty – (minimum of One (1) year)	
2. For item no. 2 – 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
 :
 Thirty (30) Calendar Days

Warranty
 :

 Signature over printed name

 Office Telephone No./Fax/Mobile No.

 Date

 Email Address