



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



**REQUEST FOR QUOTATION**  
**NEGOTIATED PROCUREMENT**  
**SECTION 53.1**

Date: **NOVEMBER 15, 2021**  
PR No: **CMO-21-OE-295**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF DESKTOP COMPUTER AND OTHERS**  
Approved Budget for the Contract : **Php 4,282,718.20**  
End-User / Implementing Office : **OFFICE OF THE CITY MAYOR**

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 18, 2021, 11:00 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 **QC BAC- Goods and Services**
- 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 DESKTOP COMPUTER 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. 8505/8709.

**(Sgd.) ROWENA T. MACATAO**  
Chairperson, BAC- Goods and Services

**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	DESKTOP COMPUTER Minimum Specifications: Processor: Intel Core i7 10 <sup>th</sup> Generation or its equivalent benchmark processor Memory: 16GB DDR3L 1600 MHz UDIMM Dual Channel Hard Drive: 1TB 3.5-inch 7200 RPM Graphics: 4GB DDR3 (supporting DVI, HDMI) 23inches Monitor With Keyboard and Mouse (same as brand) Windows 10 Pro MS Office 2019	Unit	2		
2	Printer with Scanner: Wide Format e-All-In-One, Functions: Print, Copy, Scan, Fax, Web PRINTING: 15-30PPM (Black) 8-26PPM (Color)  COPY: Black: Up to 33 cpm Color: Up to 28 cpm Copy resolution (black text): up to 600 x 1200 dpi Copy reduce / enlarge settings: 25 to 400%  SCAN: Scanner type: Flatbed, ADF Scan size, maximum: 297 x 432 mm Scan size (ADF), maximum: 216 x 356 mm Scan resolution, optical: Up to 1200 dpi  Max copy speed BW: 33ppm, Max copy speed color: 29ppm, Max copy B/W: 600x1200 dpi, monthly duty cycle (max) 12,000 pages	Unit	3		
3	LAPTOP Minimum Specifications: Processor: Intel Core i7 10 <sup>th</sup> Generation or its equivalent benchmark processor Memory: 16GB or higher Hard Drive: 1TB or higher 1GB LAN 4GB Dedicated Video Memory Display:15inches LED Windows 10 Pro, 64 bit MS Office 2019	Unit	2		

4	<p>PRINTER</p> <p>Wi-Fi duplex all-in-one ink tank printer with ADF</p> <p>Printer type: scan, copy with ADF</p> <p>Printer Direction: Bi-directional printing</p> <p>Nozzle configuration: 400 nozzles black 128 per color (cyan, magenta, yellow, black)</p> <p>Maximum resolution: 4800x1200 DPI (with variable sized droplet technology)</p>	Unit	2		
5	<p>LAPTOP</p> <p>Minimum Specifications:</p> <p>Slim; 13.3inches or 14inches HD Display</p> <p>Processor Intel Core i7 10<sup>th</sup> Generation or its equivalent benchmark processor</p> <p>Storage: 512GB SSD</p> <p>Memory: 8GB DDR4 or higher</p> <p>Graphics: 4GB</p> <p>Wi-Fi:</p> <p>Built-in Web Cam 720p</p> <p>Bluetooth</p> <p>Windows 10 Pro</p> <p>MS Office 2019</p>	Unit	6		
6	<p>SCANNER</p> <p>Wired &amp; wireless network document scanner</p> <p>High speed 2 sided scanning up to 40 ppm</p> <p>2- sided scanning in single pass</p> <p>Achieve optimum performance with twain, wia, ica, sane driver</p> <p>50 pages' automatic doc feeder (ADF);</p> <p>Wi-Fi connectivity</p>	Unit	2		
7	<p>DESKTOP COMPUTER ALL-IN-ONE</p> <p>Minimum Specifications:</p> <p>i7 10<sup>th</sup> Generation or its equivalent benchmark processor</p> <p>23-24inches Display, multi touch, Full HD,</p> <p>Graphics 2GB,</p> <p>16GB DDR4 RAM,</p> <p>Storage 1TB HDD,</p> <p>Wi-Fi</p> <p>Wireless keyboard and mouse DVDW</p> <p>Keyboard and Mouse (same as brand)</p> <p>With Anti-Virus</p> <p>Windows 10 Pro</p> <p>MS Office 2019</p>	Unit	11		
8	<p>HEAVY DUTY PAPER SHREDDER</p> <p>high quality heavy duty paper shredder</p> <p>paper shredding machine,</p> <p>can cut CD's ATM's cards etc.</p> <p>cross cut shredder</p> <p>Shred type: Cross Cut</p> <p>Capable of shredding paper, CD and credit card</p> <p>Shred size: 5 x 18mm (cross cut)</p> <p>Maximum sheet capacity (70gsm): 10 sheets</p> <p>CD and credit card: 1 piece</p> <p>Waste container: 21 liters</p> <p>Feed opening: 220mm</p> <p>Paper sensing mode: Auto</p> <p>Power source: 220-240 VAC</p> <p>Dimension: 350 x 220 x 440 mm</p>	Unit	1		

9	<p>DESKTOP COMPUTER ALL-IN-ONE</p> <p>Minimum Specifications:  Processor: i9 10<sup>th</sup> Generation or its equivalent benchmark processor  Graphics: 8GB  RAM: 32GB  Storage: 1TB SSHD  Display: 34inches WQHD (3,440 x 1,440)  Microsoft Office 2019  Windows 10 Pro  Wireless Keyboard and Mouse  UPS 140 – 300 VAC</p>	Unit	1		
10	<p>LAPTOP</p> <p>Minimum Specifications:  Processor: i9 10<sup>th</sup> Generation or its equivalent benchmark processor  Memory: 32GB DDR4  Hard Drive: 1TB, 1GB LAN;  6GB Dedicated Video Memory,  Display: 15.6inches Touchscreen  Windows 10 Pro, 64 bit  (preferably Win 11 if available)  Licensed MS Office 2019  (preferably 2012 Pro if available)  Anti-Virus</p>	Unit	1		
11	<p>PRINTER, MULTI-FUNCTION,  capable for copy, print, duplex printing, scan and fax, Wireless network ready, color printing (MFC), A3 print capability, print speed up to 35ppm (mono) and 27ppm (colored), laser comparable</p>	Unit	1		
12	<p>PRINTER</p> <p>Eco Tank All-in-One; 4-in-1 with wireless print, copy, scan and fax with revolutionary cartridge-free printing and laser quality text. Includes ink to print up to 11,000 black/8,500 pages, 2.2 LCD, wireless printing without a network, auto 2-sided printing; plus a 30-page Auto-document Feeder</p>	unit	4		
13	<p>PAPER SHREDDER</p> <p>High quality, heavy duty paper shredder, paper shredding machine, can cut CDs, ATM cards etc., cross cut shredder  Shred type: Cross Cut  Capable of shredding paper, CD and credit card  Shred size: 5 x 18mm (cross cut)  Maximum sheet capacity (70gsm): 10 sheets  CD and credit card: 1 piece  Waste container: 21 liters  Feed opening: 220mm  Paper sensing mode: Auto  Power source: 220-240 VAC  Dimension: 350 x 220 x 440 mm</p>	pc	1		
14	<p>LAPTOP</p> <p>Minimum Specifications:  Slim 14 inches Full HD  89% Screen to body ratio or higher  i7 processor 10<sup>th</sup> Generation or its equivalent benchmark processor  16GB RAM,  1TB SSD  2GB GPU  Win10 Pro, 64-bit</p>	unit	5		

15	DESKTOP COMPUTER I5 (MID-LEVEL) Minimum Specifications: Processor: Intel Core i5 10 <sup>th</sup> Generation or its equivalent benchmark processor Memory: 8GB or higher; Hard Drive: 1TB 3.5 SATA; 1GB LAN; Video card: 2GB DDR5 Windows 10 Pro, 64-bit with same brand USB mouse and keyboard with same brand, Monitor: 19inches LED with 1KVA 650 UPS	unit	2		
16	COPIER MACHINE A3 size, 2 Trays, Copier, Printer, Black and white, Up to 11inches x 17inches, 100-sheet Bypass Tray, 2 x 500-sheet paper trays (standard), 50-sheet automatic reserving document feeder (ARDF), copy resolution: 600x600 dpi, print resolution, up to 600 dpi (2400x600 dpi with smoothing) quantity indicator up to 999, reduce/enlarge	unit	1		
17	DUPLICATING MACHINE Printing resolution: 300dpi x 300dpi; Scanning resolution: 300dpi x 600dpi; Paper supply capacity: 1000 sheets (64gsm); Print speed: 60ppm-130ppm (5 steps variable); Printing area: 210mm x 357mm	unit	1		
18	LARGE FORMAT PRINTER with Stand 36inches width; A0 Plotter, 2400x1200 dpi, 5 color pigment inks (MBK, BK, C, M, Y) Standard memory: 128GB, Hard Disk: 500GB (Encrypted)	unit	1		
<b>Total Quoted Amount</b>					

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

<b>Other Requirement:</b>
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

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