



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

Date: **NOVEMBER 29, 2021**
PR No: **QCGH-21-OE-309B**

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF VARIOUS OFFICE EQUIPMENT**
Approved Budget for the Contract : **Php 4,273,441.06**
End-User / Implementing Office : **QUEZON CITY GENERAL HOSPITAL**

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 **December 02, 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	<p>DIGITAL PHOTOCOPIER MACHINE Functions Print, Scan Operation Panel 4-Line LCD Warm -up time 19 seconds First output speed 6.5 seconds Continuous output speed 27 ppm Memory Standard: 512 MB ARDF capacity 50 sheets Weight [Mainframe] 39 kg or less Power source 220-240V 50/60HZ</p> <p>COPIER Multiple copying up to 999 copies Resolution 600 dpi Zoom from 25% to 400% in 1% steps</p> <p>PRINTER Printer language Standard: GDI Print resolution 600 x 600 dpi Network Interface Standard: Ethernet (1000/10/10Base), USB 2.0 TypeB x 1 Option: Wireless LAN (IEEE 802.11a/b/g/n/ac)</p> <p>SCANNER Scanning speed Mono: 18ipm Color: 6ipm Resolution Maximum: 600 dpi Compression method MH/MR/MMR, JPEG File formats Single Page TIFF, Multi Page TIFF, Single Page JPEG, Single Page PDF, Multi Page PDF Scan modes Email, Folder, USB</p> <p>SECURITY Features Locke Print, Ipsec communication. Transport Layer Security(TLS), SMTP over SSL, Wireless LAN encryption</p> <p>PAPER HANDLING Recommended paper size A3, A4, A5, A6, B4, B5, B6 Paper input capacity Standard; 500 sheets Maximum: 1,600 sheets Paper output capacity Standard: 250 sheets Paper weight 52-216/ m² Paper weight Thin paper, Plain Paper 1, Plain Paper 2 Recycled, Color Paper, Special Paper, Middle Thick Paper, Prepunched Paper, Letterhead, Bond Paper, Cardstock, Thick Paper 1, Thick Paper 2, Label Paper, OHP, envelope</p> <p>ECOLOGY Power consumption Maximum: Less than 1,550W Ready mode: 94W Sleep mode: 0.97W TEC Value Less than 1.3 kWh</p> <p>INPUT TRAY OPTIONS 1 X 500 - sheet paper tray Paper size: A5-B4, Paper weight: 60-105g/m² 2 x 500 - sheet paper tray Paper size: A5-B4, Paper weight: 60-105g/m²</p> <p>OTHER OPTIONS Bypass Tray Cover, ADF Handle, Interface unit Warranty: 1 yr. on parts and lifetime on free services</p>	Unit	10		

2	LAMINATING MACHINE Size: A3 Max. Laminating Width: 445mm/17.5 in. Laminating Pouch Thickness: 75-250 microns/3 - 10 mils Max. Laminating Thickness: 2 mm Laminating Speed: 1.7 (ft. /min) 520 (mm/min) Ready Time: 4-5 minutes Heating Method: Hot Roller Unit Dimensions (W x D x H) 26.8 x 8.9 x 5 in. Laminating width 12 inches, heavy duty Digital type w/ reverse control can laminate polyester film hot sealing & cold mounting Warranty: 1 yr. on parts and services	Unit	2		
3	PAPER SHREDDER Cross Cut-9-gallon capacity shreds 17 sheets per pass into 5/32 inches x 1 ½ inches cross cut particles, Security level: 4, 100% Jam Proof system, ultra-quiet, energy saving system, 9 gallon pull out bin Warranty: 1 yr. on parts and services	Unit	8		
4	FAX MACHINE Thermal Fax Machine w/ automatic paper cutter ID ready/out of paper reception Print Technology, Thermal Automatic: DOC Feeder 10 Facsimile, Modern Speed (kbps) 9.6 coding scheme MH/MR Memory transmission 25.64-level Dimension (HxWxDmm) Base Unit 352x224x1 Warranty: 1 yr. on parts and services	Unit	2		
5	CASH VAULT Euro Safe Series Provide Burglary Protection for cash and Valuable to international Standards Interior-H615 x W360 x D330 mm, H765 x W 510x D330mm Fire Resistant 3-hour heat Lock: 1 Combination Lock, 1 cylinder key lock Accessories: 1 adjustable Shelf, 1 lockable drawer Warranty: 1 yr. on parts and services	Unit	1		
6	CASH AND DOCUMENT VAULT 280 liters (Fire Resistant 2 hrs. Fire Resistance: 1 hour (JIS rating) Locking System: Mechanical Accessories: Internal c/w 1 drawer 3 adjustable shelves Size: Dimension (external) 1320H x 700W x 630D mm Dimension (internal): 1145H x 530W x 460D mm Weight: 335 kg. Color: White Warranty: 1 yr. on parts and services	Unit	1		
7	AIRCONDITION Window type, remote control, 2.5HP, 31,800 kj/h, w/ overht, freezing, Dim: 680mmW x 466mmH x 820 D Warranty: 1 yr. on parts and services	Unit	2		
8	ELECTRIC FAN - Wall type Three speed Control (Low-Mid-High) Heat Protected Motor (Built-in Thermal Fuse) Fire Retardant Action (VO material) 160 Oscillation Action. Specification: Category Wall Fan Power Supply 220-240V~50/60Hz Product Color White Power Input (W) 50 Fan Blade Size 16 inches Fan Speed 3 (Low/Mid/High) Dimension (WxHxD) 238x600x462 mm Net Weight (KG) 2.34 Grill Guard 2 Ring Clip Assembly Snap Lock Thermal Fuse Yes Warranty: 1 year on parts and services	Unit	28		

9	<p>ELECTRIC FAN Stand TYPE 16 inches Fan Blade Three speed Control (Low-Mid-High) Heat Protected Motor (Built-in Thermal Fuse) Fire Retardant Action (VO material) 160 Oscillation Action Solid Stand Base. Convertible into Table Fan Warranty: 1 year on parts and services</p> <p>Specifications Category Stand Fan Power Supply 220-240V~50/60Hz Product Color White Power Input (W) 50 Fan Blade Size 16 inches Fan Speed 3 (Low/Mid/High) Dimension (WxHxD) 238x1280x460 mm Net Weight (KG) 4.87 Grill Guard 2 Ring Clip Assembly Snap Lock Thermal Fuse Yes</p>	Unit	3		
10	<p>ELECTRIC FAN INDUSTRIAL TYPE</p> <ul style="list-style-type: none"> • 20 inches industrial stand fan • 3 speed control with oscillation • 155 watts power • 145m³ per minute air volume • with built-in thermal fuse • with adjustable height up to 172cm • solid x stand base • available color: Gray <p>Warranty: 1 year on parts and services</p>	Unit	5		
11	<p>EXHAUST FAN INDUSTRIAL 20 inches 50/60 Hz, 230V, Metal Blade With Thermal Fuse protection Wall Type Minimum of 300W Warranty: 1 year on parts and services</p>	Unit	22		
12	<p>EXHAUST FAN Wall Type 12 inches 12 inches Wall hanging exhaust fan</p> <ul style="list-style-type: none"> • With shutter blades • 45 watts • 1080m³ / hour air delivery <p>Warranty: 1 year on parts and services</p>	Unit	8		
13	<p>EVAPORATING COOLING FAN Power: 430 watts, airflow: 1,000 M3/HR, cover more space, covering: 60-80M2, Water tank capacity: 60L, Pump: Submersible, 30 watts water, consumption 6-8l/HR, Noise: 54-59=64, 3-cooling pads: fan speed; 950/1160/1280 w/ LCD panel with remote control Warranty: 2 years on parts and services</p>	Unit	1		

14	<p>DEMOLITION JACK HAMMER Continuous rating input: 1,500 W Impact energy: 25.7 J Impacts per minute: 950 - 1,900 ipm Sound Pressure level: 78 dB(A) Sound Power level:98 dB(A) Chiseling vibration level: 8 m/s² Dimensions: 70 cm x 12.9 cm x 26.5cm (27-1/2 inches x 5-1/8 inches x 10-3/8 inches Net weight: 12.3 kg (27.1 lbs.) Power supply Cord: 5 meters (16.4 ft.) Description: POWER: 14 AMP motor to tackle demanding jobs. COMFORT counterbalance system reduces vibration DURABILITY: Automatic brush cut-out system for longer tool life. PERFORMANCE: Electronic variable speed adjusting dial for controlled operation INCLUDES: Side handle, bull point, bit grease and tool case with wheels, Hard hitting 27 lb. Breaker Hammers is equipped with Anti-Vibration Technology(AVT) an exclusive counter balance system that reduces vibration. The results are more efficient hitting on the concrete and less vibration in the tool and the tool user. 14 AMP Power SPECIFICATIONS:</p> <ul style="list-style-type: none"> • Blows Per Minute (variable speed): 950-1,900 BPM • Impacts Energy (ft. lbs.): 19 • Impacts Energy (Joules): 27 J • AMPS: 14 • Noise Level: 101dB • Vibration (m/s²): 8 • Overall Length: 27-1/2 inches • Net Weight: 27.1 lbs. • Bit Type: Accepts SDS-Max • Breaker / Demo class:27 • Power Type: Corded • Shipping Weight: 46.284 lbs. <p>Warranty: 2 years on parts and services</p>	Unit	1		
15	<p>REFRIGERATOR 5 CU. FT. turbo x cooling, digital smart control, button, Alarm display, Express can chiller, temperature indicator interior LED.5.0 cu. ft. Capacity, Single-Door Direct Cool, Semi-Automatic Defrost Built-in Stand Durable Wire Shelves Freezer Defrost Indicator guide C-Type Freezer With Bulb lamp DIMENSIONS: Length x Width x Height (cm): 56 x 53.5 x 105 cm WARRANTY: (1) Year Parts and Service (5) Years Motor/Compressor</p>	Unit	38		
16	<p>REFRIGERATOR 12 CU. FT. 12 Cu. Ft. T Two-door direct Cool, 130w, 60.75 inches (H), 23.75 inches (W), 25 inches (D), branded WARRANTY:(1) Years Parts and Services (5) Years Motor/Compressor</p>	Unit	1		

17	REFRIGERATOR - 16 CU FT 2 Door Capacity Net Total (Liter)453 Net for Freezer(Liter)111 Net for Refrigerator(Liter)342 Gross Total (Liter)468 Gross for Freezer(Liter)123 Gross for Refrigerator(Liter)345 Physical specification Net Width (mm)700 Net Case Height with Hinge (mm)1,825 Net Depth with Door Handle (mm)726 Net Depth without Door Handle (mm)726 Net Depth without Door (mm)639 Packing Width (mm)744 Packing Height (mm)1,904 Packing Depth (mm)766 Net Weight (kg)73.5 Packing Weight (kg)80.5 Kg 20/40/40H (Container)21 / 48 / 66 Refrigerator Feature Deodorizer Yes Number of Shelf (Total)3 EA Easy Slide Shelf Yes Shelf Material Tempered Glass Number of Vegetable & Fruit Drawer2 EA Number of Door Pockets EA Egg Container (Egg Tray) Yes Freezer Feature Ice Maker Twist Shelf Material Plastic Number of Shelf (Total) 1 EA Number of Door Pocket 2 EA Interior LED Light General Feature Refrigerant R-600a Compressor Digital Inverter Compressor Exterior Feature Door Handle Recess Color Pebble Blue Performance Energy Efficiency Class A+ WARRANTY: (1) Year Parts and Services (5) Years Motor/Compressor	Unit	3		
18	WATER DISPENSER Triple faucet, with LED indicator for coding, heating and empty bottle, shiny black with silver accent, 85 watts cooling power down to 10C, 500 watts heating power up to 90C, 2.0 liters per hour cooling capacity, 5.0 liters per hour heating capacity Weight 18.5 kg Dimensions 41.7068 x 37.7952 x 114.1984 cm WARRANTY: (1) Year Parts and Services	Unit	6		
19	TELEVISION LED-24 inches weight 5kg., connectivity: HDMI, USB, Composite (AVI), component in (Y/PB/Pr, picture: Hyper Real Engine Response time: 2ms. 30w power consumption, 100 clear motion rate eco saving, multi-screen WARRANTY: (1) Year Parts and Services	Unit	1		
20	TELEVISION LED-32 inches LED TV, Full HD 1080P, Digital noise reduction, bass booster, HDMI x 2, w/ USB port cable w/ remote control WARRANTY: (1) Year Parts and Services	Unit	38		
21	TELEVISION LED-40 inches 40 inches SERIES 5 Smart led TV, display: 40 inches, 1920 x 1080 resolution, system: DVB-T/C DTV tuner, analog tuner available, audio: 10wx2 sound output, Dolby digital, 100 clear motion rate, HDMI x 3ea, etc. WARRANTY: (1) Year Parts and Services	Unit	2		

22	TELEVISION LED-55 inches 55 inches 55H6400 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 WARRANTY: (1) Year Parts and Services	Unit	2		
23	TELEVISION LED-65 inches LED Smart TV, 3840 x 2160 res, 4k UHD, with HDMI port 1457.5 x 837.3 x 59.1 mm, 25.0 kg WARRANTY: (1) Year Parts and Services	Unit	1		
24	DIGITAL VOICE RECORDER Built-in Memory: 4GB (expandable) Channel: Stereo Recording and Playback Format: MP3, WMA. etc. Earphone jack Built-in microphone USB connectivity Functionality: Voice operated Recording or equivalent Noise cut filter Low cut Filter Digital Pitch Control USB Charge Battery Life 20hours (min)(recording mode, MP3 128Kbps) Rechargeable Lithium-ion Battery, embedded Accessories: Instruction Manual Carrying pouch Hand strap Warranty: 1 yr. on parts and services	Unit	4		
25	AUDIO-SPEAKER/AMPLIFIER 8 channels 600 watts power amplifier with Networked Audio, high level DSP with tunings 2/4/8 ohms and 70V/100V Warranty: 1 yr. on parts and services	Unit	4		
26	MICROPHONE-HANDHELD, VOCAL Professional quality microphone w/ 15ft.(4.57m), XLR-QTR cable and Microphone clip Warranty: 1 yr. on parts and services	Unit	3		

27	<p>WIRELESS MICROPHONE Wireless Microphone Professional UHF microphone Flash Match Frequency Adjustable metal body 80M receive</p> <ul style="list-style-type: none"> • All-metal body design, • UHF band transmission signal, lightning matching frequency, frequency range between 520-560MHZ • Receiver and transmitter are equipped with LCD display, the working status is clear at a glance • Separate antenna design to enhance the received signal and highlight the high-end appearance • Contains one 6.3mm output and two balanced outputs, suitable for connecting various external devices • The microphone power consumption is 130mA, and it is powered by 1.5V AA • 2 rechargeable batteries, which can be used for more than 8 hours. • Wireless use distance: about 100 meters (unobstructed) • Audio and data are transmitted by 32-bit encryption and independent ID code, which effectively prevent crosstalk and interference the transceiver adopts 8bit encrypted infrared transmission synchronization method the receiver can observe the battery working status of the transmitter at a glance using high-fidelity dynamic microphone head, make your voice clearer and true <p>Warranty: 1 yr. on parts and services</p>	Unit	2		
28	<p>WIRELESS PHONE Duo cordless phone 50 name and number phonebook, caller ID with 50 name and number call log memory, User-friendly illuminated display / Amber backlit LCD Display, Conference call with outside line (3-way), Anti-fingerprint premium texture. Warranty: 1 yr. on parts and services</p>	Unit	2		
29	<p>Camera Video 41x advance zoom, dynamic mode image stabilizer, 1/6 inches CCD sensor Warranty: 1 yr. on parts and services</p>	Unit	1		
30	<p>Projector Screen- Pull down 106 inches x 52 inches H x 92 inches W viewing area, 16:9 aspect ratio</p>	Pc	4		
31	<p>Wireless Presenter, R-400 up to 50ft range w/ 2.4 ghz wireless</p>	Unit	2		
32	<p>Bulletin Board with Stand Aluminum frame, 1.2m x 1.8m, glass cover with lights and lock</p>	Pc	1		
33	<p>Glass Marker Board (Dry erase) 0.75m x 1m, frosted 1/4 inches tempered glass surface, non-magnetic with stainless steel mounting pucks, non-staining</p>	Pc	2		
34	<p>White Board - Reversible 40 inches x 40 inches, with aluminum stand and wheels</p>	Pc	6		
35	<p>Mobile Garbage Can with Dolly dim. 18 inches x26 inches, 16 ga. Ss: platform dolly, 20 ga ss #4: body, handle & cover, 2 inches x1/4 inches thick ms flat bar frame' 3 inches heavy duty rubber caster wheel, Warranty: 1 yr. on parts and services</p>	Unit	3		

36	Mobile Worktable and Bottom Shelf 1500mmLx711mmWx864mmH, 16 ga ss #4: top plate, 20 ga ss #4; bottom shelf. 18 ga ss 2B: stiffeners, 1 1/2 inches ss tube: tubular support, 4 inches rubber caster wheel, all swivel 2 w/ brakes Warranty: 1 yr. on parts and services	Unit	1		
37	Counter Top Griddle table model, using 1/2 inches thick m.s. top plate, 16 GA SS trim & splash 22 GA, SS control panel & drip pan w/ slide, back & side apron w/ c.p. adj. footing, using long burner (13,000 btu/hr) and h-burner 17 inches L (50,000 btu/hr) w/ igniter Warranty: 1 yr. on parts and services	Unit	1		
38	Service Cart High impact polypropylene, 36 inches, w/ 4 4 inches x 1 inches swivel caster, 2 locking levers, bottom shelf for extra storage Warranty: 1 yr. on parts and services	Unit	3		
39	Grease Trap 457mmLx381mmWx305mmH, dim. 18 inches Lx15 inches Wx12 inches H, 18 ga ss: body, 20 ga ss: baffle partition perforated basket and cover, 3/8 inches dia. Ss tube: basket handle w/ washer, 1 1/2 inches dia gl coupling; inlet, 2 inches dia gl coupling: outlet- rubber gasket on lip rim	Unit	1		
40	Platform Truck Dim: 508 mmL x 760 mmW x 864mmH, 16 ga SS: top plate, 14 ga ss: triangular range, 1 inches ss tube, upright support and push handle, rubber corner bumper guard, 5 inches rubber caster wheel all swivel with brakes	Unit	2		
41	DOCUMENT CAMERA With HDMI port Minimum 8 Megapixel Display documents, 3D objects, PC presentation and microscopic images on large LCD/DLP Plug and Play, no software drivers required IR remote control access to all function Minimum A3 (450 x 340mm) Minimum 27.2 x digital zoom PC and Doc Cam video switcher. Advance Auto Exposure HDMI port for high-end LCD projector Full HD signal output with Flicker Filter Mode Full HD Signal: 2,073,600 pixels Graphic Text enhancement Color black and white balance and negative effects Auto / Manual white balance exposure Support image mirroring and 180° rotation function Built-in touch button control panel Stretchable / Flexible / Gooseneck / Foldable Mechanical Arm Support microscope connection Time for controlling the pace of the presentation Complete with standard accessories (power cord, VGA/HDMI cable Carrying Bab, remote control with batteries, microscope/lens adaptor and other standard accessories) With operating manual Warranty: one (1) year on parts and services	Unit	2		
Total Quoted Amount					

Amount in Words: _____

Other Requirement:

1. Statement of Warranty:
2. For Item No. 1, - One (1) year on parts and lifetime on free services and authority to sell from manufacturer / exclusive distributor of the copier machine being offered which includes full guarantee on the availability of parts after sales warranty
3. For Item No. 2-12,18-29,35-38 & 41- One (1) year on parts and services
4. For Item No. 13 &14 - Two (2) years on parts and services
5. For Item No. 15-17 - One (1) year parts and service, Five (5) Years Motor/Compressor
6. For Item No. 30-34 & 39-40 - Minimum of One (1) year

Delivery Period : **Fifteen (15) Calendar Days**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address