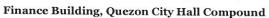


Republic of the Philippines **QUEZON CITY GOVERNMENT**

BAC- Goods and Services 2nd Floor, Procurement Department,





REQUEST FOR QUOTATION SMALL VALUE PROCUREMENT (SECTION 53.9)

| | | Date : PR No. : | November 9, 2021 PD-21-OE-739 |
|-----------------------------------|--|---|---------------------------------------|
| Name of Company Address | : | | |
| Contact No. | | | |
| Project Title | PROCUREMENT OF COPY PRINTER | | |
| Approved budget of the Contract | Php 287,534.38 | | |
| End-User / Implementing Office | PROCUREMENT DEPARTMENT | | |
| Submit your quotation | best offer for the item/s described below, subject to the on duly signed by you or your duly authorized representation 2021, 10:00 AM Philippine Standard Time, together | ve not later t | than |
| 1 2 3 4 | PhilGEPS certificate (not expired on the time of opening Business Registration (DTI/SEC) Mayor's/Business Permit (2021); Tax Clearance; and | of quotations | s); |
| 5 6 7 | Omnibus Sworn Statement prescribed by QC BAC – Goo Income/Business Tax Return (for FY 2020) (For ABCs about If applicable, the JVA in case the joint venture is already notarized statements from all the potential joint venture will enter into and abide by the provisions of the JVA in t successful. | ove P500,000 in existence e partners st | 0.00) , or duly ating that they |
| in a SEALED LO | ONG BROWN ENVELOPE shall: | | |
| 1 2 3 | Contain the Project Name and PR Number of the contract Bear the name and address of the Bidder in capital letters Be addressed to the Procuring Entity's BAC. | t to be bid in s; | capital letters; |

Project Title:

PROCUREMENT OF COPY 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 | COPY PRINTER Print Speed: 80-130 sheets per minute Resolution: Scanning 600x600 dpi; Master making: 300x300 dpi, 300x400 dpi (Fine mode); Enhanced Features: Combine, Shift/erase/marging adjustment (Margin adjustment, Erase border), Colour printing (By replacing colour drum Free of Charge: 1-unit Cabinet, 1 roll Master, 1 crg. Copy Printer Ink. Preventive Maintenance Agreement: Guarantee period Lifetime Free Service Warranty. | unit | 1 | | |
| | Total Quoted Amount | | | | |

| her Requirements: | | |
|--|------------|--|
| Authority to sell from manufacturer / exclusive / authorized diguarantee on the availability of parts after sales warranty | istributor | of the machine being offered which include |
| Statement of Warranty – Minimum of One (1) Year - Lifetime Free Service Warranty | | is a second of the second of t |
| | | |
| Delivery Period | : | Thirty (30) calendar days |
| Warranty | : | |
| | | Signature over printed name |
| | | Office Telephone No./Fax/Mobile No. |
| | | Date |
| | | E-mail Address |

Amount in Words: