



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : November 9, 2021
PR No. : 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**

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 12, 2021, 10:00 AM 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 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/margining 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 | | | | | |

Amount in Words: _____

Other Requirements:

1. Authority to sell from manufacturer / exclusive / authorized distributor of the machine being offered which includes full guarantee on the availability of parts after sales warranty
2. Statement of Warranty – Minimum of One (1) Year
- Lifetime Free Service Warranty

Delivery Period : Thirty (30) calendar days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address

