



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 29, 2021**  
PR No: **QCCAC-21-OS-737B**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF COPIER MACHINE AND PRINTER**  
Approved Budget for the Contract : **Php 142,999.00**  
End-User / Implementing Office : **QC COMPETENCY ASSESSMENT CENTER**

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 3, 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.

**(Sgd.) 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
1	PHOTOCOPIER MACHINE - Duplex (2-sided) Printing: Integrated Duplex, Automatic feeder, Print Speed: Up to 40 ppm and 92 ipm, Multifunction Device Type, Digital copier, Network printer, Color Scanner, A4 upto legal size supported media size, Network ready, USB Print/ Save, 250-sheet input tray, Reducer/ Enlarger 25-400%, 100,000 copies/ prints	Unit	2		
2	<b>WIRELESS NETWORK PRINTER AND SCANNER</b> Functions: Wireless Print, Scan, Copy, Print Technology: Thermal Inkjet, Print Speed Black (ISO, A4): Up to 11 ppm, Print Speed Color (ISO, A4): Up to 5 ppm, Print Quality Black: Up to 1200 x 1200 rendered dpi Color: Up to 4800 x 1200 optimized dpi color (when printing from a computer and 1200 input dpi), Display: 7 segment + 2-inch icon display, Wireless Capability: built-in dual-band Wi-Fi 802.11b/g/n, Wireless direct, BLE, Connectivity Standard: Hi-Speed USB 2.0, Wi-Fi, Bluetooth LE, with Mobile printing capability, Paper Handling Input (Standard): 100-sheet input tray, Paper Handling Output (Standard): 30-sheet output tray, Media Types: Plain paper, Matte Brochure Papers, Glossy Brochure Papers, Photo papers, Envelopes, Other specialty inkjet papers, Borderless Printing (up to 8.5 x 11 in, 210 x 297 mm), Scanner Type: Flatbed only	Unit	1		
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<b>Total Quoted Amount</b>					

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

<b>OTHER INSTRUCTIONS/SPECIFICATIONS:</b>	
1. Statement of Warranty – (minimum of One (1) year)	
2. For item no. 1 – 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