



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC- Goods and Services
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : NOVEMBER 29, 2021
Project No. : VMO-21-OE-857

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF DIGITAL COPIER AND SCANNER**
Approved budget of the Contract : **Php 825,436.50**
End-User / Implementing Office : **OFFICE OF THE VICE MAYOR (QCADAAC)**

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 10:00am** 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 **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 DIGITAL COPIER AND SCANNER**
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	Digital Copier, Digital Copier with Network Printing, Color Scanning and Upgradable with an optional Network Fax: HyPAS solution platform technology enabled: Copy and Print speed of 32 copies per minute, A4: 9-inch Color Touch Screen Panel: Print Resolution 1,200x 1,200dpi: Warm-up time 18 seconds or less and First copy Time at 4.3 seconds: Paper size from A6R up to A3: Standard Memory Capacity is 2GB RAM plus 32GB SSD, 320GB HDD as option: Paper capacity of two-500-sheets universal cassette and 100-sheets multi-purpose tray: Built-in duplex unit and 500 sheets Job separator: Management codes up to a maximum of 1000 passwords: Compatible windows macintosh, Linux, Unix: Scan to SMB/E-mail/FTP/USB Host/Box, Network TWAIN Scan and WSD Scan: Power consumption copying/printing 510W or less, Energy saving 1W or less: Maintenance Kit of 600,000 copies	unit	3		
2	Document Scanner, Scanner type: Flatbed color image scanner with ADF; Photoelectric Device: 1200 dpi color line CCD sensor (RGB and black); Optical Resolution: Flatbed: 1200dpi; ADF: 600dpi; Hardware Resolution: Flatbed: 1200 x 1200dpi with Micro Step Drive Technology; ADF: 600x600 dpi Micro Step Drive technology Maximum Resolution: 1200 Flatbed and 600 dpi ADF; Color Bit Depth: 48-bits per pixel internal/ 24-bit external; Grayscale bit Depth: 16-bits per pixel internal/8-bit external; Optical sensor: 1200 dpi 4 line color line sensor (RGB & black); Maximum Scan Area: Flatbed: 8.5' x 11.7"; ADF: a.5"x40; Light source: Ready Scan LED; Scanning Speed: 200dpi; B/W up to 40ppm/80 ipm with ADF; Color: Up to 40ppm/80 ipm with ADF; 300 dpi; B/W: B/W up to 40ppm/80 ipm with ADF; Color: Up to 40ppm/80 ipm with ADF; 600 dpi B/W up to 40ppm/80 ipm with ADF; Color: Up to 40ppm/80 ipm with ADF	unit	2		
Total Quoted Amount					

Amount in Words: _____

Other Requirements:

1. For item 1 and 2 Statement of Warranty minimum of one (1) year.
2. For item no. 1 Authority to sell from manufacturer/exclusive distributor of the machine 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

E-mail Address

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