



Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION

Shopping 52.1b

Date: December 14, 2021
Project No: PLEB-21-OE-874

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF PAPER SHREDDER AND OTHERS**
Approved Budget for the Contract : **Php 204,154.00**
End-User / Implementing Office : **PEOPLE'S LAW ENFORCEMENT BOARD**

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 17, 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.

Project Title: **PROCUREMENT OF PAPER SHREDDER AND OTHERS**

**Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
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For any clarification you may contact us at 89884242 loc. 8505/8709.


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 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.	Paper Shredder Shreds 16 sheets per pass into 4 x 38mm cross-cut particles (Security Level P-4), 100% Jam Proof System eliminate paper jams and powers through tough jobs, Silent Shred® Technology minimizes disruption in shared work spaces, Patented Safe Sense® Technology stops shredding when hands touch the paper opening, Energy Saving system reduces in-use energy consumption and powers down after periods of inactivity, Shreds continuously for up to 20 minutes, Sleek, modern design with easy-empty 23 Liter pull-out bin	unit	2		
2.	Scanner Scanner Type: A4 Flatbed colour image scanner Sensor Type: CIS Light Source: LED Optical Resolution: 1,200 x 1,200 dpi Output Resolution: 50-1,200 dpi (in 1 dpi increments) Scanner Bit Depth (Colour): 30-bit input, 24-bit output Scanner Bit Depth (Gray scale): 10-bit input, 8-bit output Scanner Bit Depth (Black & White): 10-bit input, 1-bit output Max Document Size: 216 x 297mm Output File Formats: Epson Scan 2: JPEG, TIFF, Multi-TIFF, PDF, Searchable PDF, BMP, PNG Document Capture Pro (Win): JPEG, BMP, PDF, Searchable PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX, PPTX, Flatbed (Black/Colour): 200 dpi: 6.0 sec/7.0 sec 300 dpi: 6.0 sec/7.0 sec 600 dpi: 14 sec/26 sec ADF Monochrome (Simplex/Duplex): 200 dpi: 25 ppm/10 ipm 300 dpi: 25 ppm/10 ipm 600 dpi: 10 ppm/6.0 ipm ADF Colour (Simplex/Duplex): 200 dpi: 25 ppm/10 ipm	unit	2		

	300 dpi: 25 ppm/10 ipm 600 dpi: 10 ppm/6.0 ipm, Scanner Type: A4 sheet-fed, 3-pass duplex scanner Optical sensor: CIS Light Source: RGB LED Optical Resolution: 600 dpi x 600 dpi Output Resolution: 50-1,200 dpi (in 1 dpi increments) Min Document Size: 89 x 127 mm (Simplex), 89 x 170 mm (Duplex) Max Document Size: 215.9 x 3,048 mm Support Paper Thickness: 50 gsm - 120 gsm ADF Capacity: 50 sheets Automatic Duplex Scanning: Yes (3-pass) Daily Duty Cycle: up to 1,500 pages/day				
3.	Hard Drive Capacity: 4TB, Interface: USB 3.2 Gen 1, Compatibility: Windows® 10 or Windows 8.1 Operating Systems. Requires reformatting for other operating systems, Dimensions: 4.22 inches x 2.95 inches x 0.75 inches Portable Hard Drive, Super Speed USB Cable, WD Discovery™ Software, Quick install guide	piece	4		
4.	Headset with Microphone Ear cushion material Frog skin PU leather, Headphone cable length (cm) 118.7, Headphone cable length (ft) 3.89, Headphones jack type 3.5 mm, Driver size (mm) 32.0 Audio Specifications: Driver sensitivity at 1 kHz/1mW (Db) 1kHz - 24dBV/Pa, Dynamic frequency response range (Hz) 20 Hz - 20kHz, Impedance (ohms) 32.0, Number of drivers per ear 1.0, Dimensions: Weight (g) 148.0, Weight (oz) 5.44, Features: 1-Button Remote/Mic-Yes, Bixby-No, Built-in Microphone-Yes, Flat-fold design-Yes, Hands Free Call-Yes, Pure Bass Sound-Yes, On-ear-Yes, Siri/Google Now-Yes, Speed Charge-No	piece	15		
5.	Webcam C200 Webcam 720P HD 360° Horizontal with Microphone, PACKAGE DIMENSIONS 12.5 x 11.7 x 6.1 cm; 252.51 grams, VIDEO CAPTURE RESOLUTION 720p, BATTERIES REQUIRED No, CONNECTOR TYPE USB, LENS TYPE Ultra-wide Angle, ITEM WEIGHT 253g	piece	15		
Total Quoted Amount					

Amount in Words:_____

Delivery Period : Fifteen (15) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

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