



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
(SECTION 53.1)

Date : April 27, 2022
Proj. No : OCM(GAD)-22-OE-289

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF DESKTOP COMPUTER AND OTHERS**
Approved budget of the Contract : **Php 1,052,275.00**
End-User /
Implementing Office : **OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)**

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 May 02, 2022 , 11:00 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 (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (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 DESKTOP COMPUTER AND OTHERS**

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.

(SGD.) MA. MARGARITA T. SANTOS
Chairperson, BAC- Goods and Services

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
	<i>With the following minimum Specifications</i>				
1	Desktop Computer - 21.5 inches (Diagonal) LED Backlist display with IPS technology; 1920 by 1080 resolution Processor: Intel Core i7-9700 CPU@3.00 GHz 3.0 GHz or its equivalent benchmark processor RAM: 8GB, Storage: 128 SSD, 1TB HDD, Graphics: 4 GB GDDR6 OS: Windows 10 Pro 64-bit Office Application: MS Office (word, excel, power point, publisher) Power Supply: 500watts, Peripherals: DVD/Card reader, keyboard, and mouse, (same brand of the units) UPS w/ AVR 2-pieces speaker with Camera	Unit	13		
2	Printer - Printer speed - 10 pages/min Monochrome, 5 pages/min. Colour Printing speed - 15 pages/min. Colour (plain paper 75g/m ²) 33 pages/min. Monochrome (plain paper, 75 g/m ²) 69 second per 10 x 15cm photo (Premium Glossy Photo Paper) Paper/Media Handling, Number of paper trays 1 Paper Formats - C6 (Envelope), 85 (17.6 x 25.7cm) A6 (10.5 x 14.8cm) A5 (14.8 x 21.0cm), A4 (21.0 x 29.7cm). Legal, User defined, 13 x 18cm, 10 x 15cm. Letter, No.10 (Envelope), DL (Envelope), 16.9 Duplex-Manual, Output Tray Capacity - 30sheets Multifunction: 100sheets Standard, 100sheets Maximum, 20 photo sheets, Media handling: Borderless print (up to 10 x 15cm)	Unit	9		
3	Paper Shredder - Heavy duty; Pull out bin design and see through window; Automatic power off 30minutes of no use; shreds continuously for 30minutes; separate CD bin design to divide different wastes; 8 sheets capacity; Noise: 65dB; Shred size: 2 x 12mm; Basket volume: 22L; Duty cycle: 30minutes On, 40minutes Off; Shred Type: Cross cut; Warranty: 1-year	Unit	1		
4	Push Cart Trolley . Platform Truck, Foldable Handle, Heavy Duty, All Metal, Gray, 300kgs Capacity Net Weight: 22.8kgs Dimension: 24 inches W x 36 inches L x 34 inches H	Unit	1		
5	Push Cart Trolley , Platform Truck, Foldable Handle, Heavy Duty, All Metal, Gray, 150kgs Capacity Net Weight: 15kgs Dimension: 17.4 inches W x 28.4 inches L x 33.8 inches H	Unit	1		
6	Vacuum Cleaner - 1200watts, High suction power, low noise design, 230V AC, 60Hz, 1200watts, 3 filter system, variable power control, telescopic metal tube, full level dust indicator, 360-degree hose swivel rotation, retractable power cord. Warranty: 1 year	Unit	1		
Total Quoted Amount					

Amount in Words: _____

Other Requirements:

(a) Statement of Warranty – Minimum of One (1) year.

Delivery Period : Thirty (30) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address