

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



## REQUEST FOR OUOTATION SHOPPING 52.1b

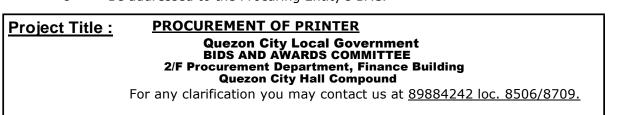
		Date : PR No. :	<u>MAY 31, 2022</u> QCCAC-21-OE-856G
Name of Company	:		
Address	:		
Contact No.	:		
Project Title	PROCUREMENT OF PRINTER		
Approved budget of the Contract			
End-User / Implementing Office	QUEZON CITY COMPETENCY ASSESSMENT CENT	<u>ER</u>	

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 **June 03, 2022, 10:00 A.M.** Philippine Standard Time, together with the following documents of your company:

- - PhilGEPS certificate (not expired on the time of opening of quotations);
     Business Registration (DTI/SEC)
  - 3 Mayor's/Business Permit (2022);
  - 4 Tax Clearance; and
  - 5 Omnibus Sworn Statement prescribed by the **QC BAC Goods and Services**
  - Income/Business Tax Return (for FY 2021) (For ABCs above P500,000.00)
     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:

- Contain the Project Name and PR Number of the contract to be bid in capital letters;
   Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.



(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
	With the following Minimum Technical Specifications:				
1	NETWORK LASER PRINTER	Unit	1		
	Colour LED Multi-Function Centre with Wireless &				
	Network Connectivity, Automatic 2-sided Colour Print,				
	Dual CIS ADF - Multi-page Duplex Scan, Copy, Fax, High				
	Productivity with Fast Print Speeds & Multi-tasking, Wi-				
	Fi Direct, Mobile & USB Print, Low Cost Quality Print -				
	Affordable Toner, Fast colour print speed: up to 24ppm,				
	Fast scan speed: up to 27ipm, 50-sheet Dual CIS Auto				
	Document Feeder, 30-sheet manual feed slot, 250-sheet				
	default paper tray, Multitasking capabilities, 3.7" LCD				
	touchscreen, Integrated NFC and USB reader				
	Total Quoted Amount				

Amount in Words: \_

# Other Requirements: 1. Statement of Warranty – minimum of one (1) year

:

•

Delivery Period

Warranty

#### Thirty (30) CALENDAR DAYS

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address