



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: MAY 17, 2022
PR No: VET-22-OE-715

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF PHOTOCOPIER MACHINE AND OTHERS**
Approved Budget for the Contract : **Php 386,000.00**

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
Item No. 1	P 119,000.00
Item No. 2	P 140,000.00
Item No. 3	P 20,000.00
Item No. 4	P 44,000.00
Item No. 5	P 28,800.00
Item No. 6	P 5,800.00
Item No. 7	P 28,400.00
TOTAL ABC	P 386,000.00

End-User /
Implementing Office : **QUEZON CITY VETERINARY DEPARTMENT**

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 20, 2022, 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 (2022);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2021) (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.

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Quezon City Local Government
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2/F Procurement Department, Finance Building
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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	<p><i>With the following Minimum Technical Specification:</i></p> <p>PHOTOCOPIER MACHINE Print Color: Monochrome/ Black Type: Floor Stand Function: Print, Copy, Scan, Fax (optional) Print Technology: Laser Jet Warm-up Time: 25 secs Document Type: sheet and book Document Thickness: 60 to 220gsm Document Size: Max. A3 (12inches x 17inches), Min. A5 (5.8inches x 8.3inches) CAPACITY Tray 1: 520 sheets Tray 2: 520 sheets Bypass: 100 sheets (max), A3 size ADF: 100 sheets (max) Stacker: 500 sheets (max) AS PRINTER AND COPIER Print/Copy Speed: 30ppm A4 size Resolution: 1200dpi x 1200dpi Max. no. of Copies: 9999 copies Copier Resize: 25% to 400% Two-Sided Printing: Automatic AS SCANNER Scan Type: Flat Bed/ ADF Scan Speed: 45 ppm LEF Scan Resolution: 600dpi x 600dpi Scan Advantage Features: Scan to Email, scan to network folder, scan to cloud or scan to USB AS FAX Fax Speed: 3sec per page (letter), 33, 5kbps Resolution: 600dpi x 600dpi</p>	Unit	1		

	<p>OTHERS Processor Speed: 1.0 Ghz (Dualcore) Network Connection: USB2, fax modem, Ethernet, Integ, pocket Drum Kit duty cycle: 200,000 copies Monthly Volume: 80,000 copies Toner Yield Capacity: 33,000 copies Maintenance box: 300,000 copies Memory: 1.5GB Control Panel: 7 inches touch screen Power Source: 220V or 240V Dimension: 566 x 620 x 820 (mm) Weight: 59.5 kgs Parts Warranty: 1 year</p>				
2	<p>LCD PROJECTOR Technology one chip DLP, Projection Method: Front & Rear Both Native Resolution: 1280 x 800 (WXGA) Brightness: 3100*3,; Contrast: 10000:1*1 Availability of Lens: No Remotely Controlled: Yes Aspect Ration: 16:10 Keystone Correction: Manual Type of Light Source: UHP Lamp, Video Compatibility NTSC/ PAL/ SECAM/ NTSC4.43/ PAL-M/ PAL-N/PAL-60 Power Supply:210V240V, 56-60 Hz Dimension: W-282 x D-267.5 x H-1 17.9 Weight: 2.8kg</p>	Unit	2		
3	<p>PUSH CART TROLLEY 4 wheel, aluminum, heavy duty platform Measures: 62 x 93cm, Handle stands: 86cm high, Folded Measurements: 62 x 93 x 26cm, collapsible, capacity: 300 kgs</p>	Unit	4		
4	<p>WHITE BOARD size: 4 ft x 7 ft, with stand, rollers, and frame</p>	Unit	4		
5	<p>WHITE BOARD size: 4 ft x 5 ft, with frame, without stand</p>	Unit	8		
6	<p>WHITE BOARD size: 4 ft x 8 ft, with frame, without stand</p>	Unit	1		
7	<p>PROJECTOR SCREEN multi-media screen, tripod projector size: 96 inches x 96 inches</p>	Unit	2		

Total Quoted Amount					

Amount in Words: _____
_____.

Other requirements:

- Statement of Warranty - (minimum of One (1) year)
- Authority to sell from manufacturer / exclusive distributor of the machines being offered which includes a full guarantee on the availability of parts after-sales warranty for item No. 1

Delivery Period : [Thirty \(30\) Calendar Days](#)

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address