



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



REQUEST FOR QUOTATION
SHOPPING 52.1B

DATE : JUNE 28, 2022

PROJECT NO. : CTO-22-OE-790

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF PAPER SHREDDER AND OTHERS**
Approved Budget of the Contract : **P 184,092.50**
End-User / Implementing Office : **CITY TREASURER'S 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

JULY 01, 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; and
- 5 Omnibus Sworn Statement prescribed by the **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 PAPER SHREDDER 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 8-988-4242 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 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 Can Shred up to 17 sheets of paper, cards, staples and paper clips; with LED for stand-by", "paper jams" and "motor overheat"; easy emptying by pulling out the waste basket; handles documents with staples and paper clips.	unit	1		
2	Laminating Machine With heat guard technology- reduces the surface temperature of the laminator; laminates 80 & 120 micron pouches; release trigger for retrieving and realigning misfed documents; advanced controls accurately monitor or monitor lamination temperature	unit	1		
3	Calculator Printing, heavy duty type, 12 digits, 4.8 lines per second, 2 color printing, Change function, Tax calculation, Cost-Sell- Margin keys, Mark up/down, Time/Date, Extra Large Display, Durable anti- fade keys.	unit	11		
4	Money Detector 6 waits UV light detector, compact counterfeit money detector; interchangeable light bulb. Can perform bundle checking, show watermarks and fluorescent marking; Can authenticate and verify legal documents and some credit cards with secret or hidden halograms; Ultraviolet Detection (6W x2); White Transmitted Light Detection (6W); With Dimensional Measurements & Magnetic Detection; Power Voltage AC200-240V / 60Hz; Power Consumption 20W; UV Tube Consumption 6W x 2; Fluorescent Lamp 6W; Dimension 265 x 132 x 143mm	unit	13		
TOTAL					

Amount in Words: _____

Other Requirement:
1. 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

Email Address