



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 7, 2022
PR No.: DBO-22-OE-361

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF PRINTER AND OTHERS**
Approved budget of the Contract : **Php 321,873.75**
End-User / Implementing Office : **DEPARTMENT OF THE BUILDING OFFICIAL**

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 10, 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 **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 PRINTER 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.) 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 in black ink only.
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
1	Voltage stabilizer- 1 KVA voltage stabilizer, Servo Motor type, With power ON time delay, High / Low Voltage Cut-Off Protection, Input: AC 160V - 260V, Output outlet: AC 110V x 1, AC220V x2	Unit	16		
2	Printer - Print Speed: Photo Default - 10 x 15 cm / 4 x 6 Inches: Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless); Draft, A4 (Black / Colour): Up to 33 ppm / 15 Ppm*1; ISO 24734, A4 Simplex (Black / Colour): Up to 10 ipm / 5.0 ipm*1; First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec*1; Scan Speed: Flatbed (Black / Colour): 200 dpi: 11 sec / 200 dpi: 28 sec; Scan Function: Scanner Type: Flatbed colour image scanner; Sensor Type: CIS; Optical Resolution: 1200 x 2400 dpi; Maximum Scan Area: 216 x 297 mm (8.5 x 11.7 inches); scanner Bit Depth (Colour): 48-bit input, 24-bit output; Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output; Scanner Bit Depth (Black & White): 16-bit input, 1-bit output; Sample Ink (Free) Consumables: Black Ink bottle: 4,500 pages *4 - 003, Cyan Ink Bottle: 7,500 (Composite Yield) *4 - 003, Magenta Ink Bottle: 7,500 (Composite Yield) *4 - 003, Yellow Ink Bottle: 7,500 (Composite Yield) *4 - 003	Unit	5		
3	Inkjet Printer- FUNCTIONS: Print, Scan, copy, fax PRINT RESOLUTION: Up to 1200 x 4800 dpi PAPER INPUT - PAPER TRAY #1 PAPER TYPE - Plain Paper, Inkjet Paper (coated paper), Glossy Paper, Recycled Paper, Landscape - A4, Letter, Executive; Portrait - A3, Ledger, legal, Mexico Legal, India Legal, folio, A5, A6, Envelopes (C5, Com-10, DL, Monarch), Photo (10 x 15 cm), Photo L (9 x 13 cm), Photo 2L (13 x 18 cm), Index card (13 x20 cm); MAXIMUM PAPER CAPACITY: Up to 250 sheets of 80 g/m ² plain paper;	Units	5		

3	<p>PAPER INPUT -PAPER TRAY #2 PAPER TYPE - Plain Paper, Recycled Paper, Landscape - A4, Letter, Portrait - A3, Ledger, Legal, Mexico Legal, India Legal, Folio; MAXIMUM PAPER CAPACITY: Up to 250 sheets of 80 g/m² plain paper; PAPER INPUT -MULTI-PURPOSE TRAY: Plain Paper, Inkjet Paper (coated paper), Glossy Paper, Recycled Paper; Landscape - A4, Letter, Executive, Portrait - A3, Ledger, Legal, Mexico Legal, India Legal, Folio, A5, A6, Envelopes (C5, Com-10, DL, Monarch), Photo (10 x 15 cm), Photo L (9 x 13 cm), Photo 2L (13 x 18 cm), Index card (13 x 20 cm); MAXIMUM PAPER CAPACITY: Up to 100 sheets of 80 g/m², Plain Paper; PAPER OUTPUT: Up to A4, Letter size paper, Up to 100 sheets of 80 g/m² Plain Paper (face up print delivery to the output paper tray); DISPLAY Print Speed: Up to 22 (Monochrome)/ 20 (colour) ipm (based on ISO/IEC 24734*), Up to 35 (Monochrome) / 27 (colour) Ppm (based of fast mode); 3.7 in. (93.4 mm) TFT Colour Touchscreen LCD; MEMORY CAPACITY: 256 MB; WEIGHT 23.6 kg; POWER SOURCE: AC 220 to 240 V 50/60Hz: Network WIRELESS NETWORK SECURITY WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (TKIP/AES) WIRELESS SETUP SUPPORT UTILITY - WPS Yes; Consumables: Black, Cyan, Magenta, Yellow</p>				
Total Quoted Amount					

Amount in Words: _____

Other Requirements:
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

E-mail Address