



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



**REQUEST FOR QUOTATION**  
**NEGOTIATED PROCUREMENT**  
**(SECTION 53.1)**

DATE : JULY 27, 2022

PROJECT NO. : CONSO-22-OE-906

Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Project Title : PROCUREMENT OF PHOTOCOPIER MACHINE AND OTHERS  
 Approved Budget of the Contract : P 554,537.00  
 End-User / Implementing Office : VARIOUS OFFICES (SCHOOLS DIVISION OFFICE / QUEZON CITY YOUTH DEVELOPMENT OFFICE / AMORANTO SPORTSCOMPLEX)

SCHOOLS DIVISION OFFICE	Item No. 1	P 119,000.00
	Item No. 2	P 200,000.00
	<b>Total ABC</b>	<b>P 319,000.00</b>
QUEZON CITY YOUTH DEVELOPMENT OFFICE	<b>P 3,487.00</b>	
AMORANTO SPORTS COMPLEX	<b>P 232,050.00</b>	

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 **August 01, 2022, 11:00 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 issued by QC BAC- Goods and Services.**

**(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 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.

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
<b>SCHOOLS DIVISION OFFICE (SDO-22-OE-597)</b>					
1	<b>PHOTOCOPIER MACHINE</b> <b>Minimum Specifications:</b> Max Copying Speed: up to 22 ppm Max Copying Resolution: up to 600x600 dpi, Print Area: 289 mm x 412 mm Maximum Documents: Enlargement 200% Maximum Documents: Reduction 50% Standard Tray Capacity: 350 sheets AC 100-240 Volts,10.0-5.0 A, 50-60 Hz Copy from Platen: 7.2 seconds Print: 14 seconds Capacity (75 gsm paper): 1:250 sheets; Standard Tray 5:100 sheets; Optional One Tray Module (Tray 2): 500 sheets Optional Two Tray Module (Tray 3 and 4): 500 sheets each; Maximum 1,850 sheets (Trays 1-4) Sides: 1:1,1:2,2:1, 2:2 Copy Features: Reduce/Enlarge, N-up, ID Card Copy, Light/Darken, Auto Rotation, Toner Save Sizes: Standard selectable sizes: B5 to A3, custom sizes: 98 to 432mm, 127 to 297mm Paper Weights: Tray 1:60 to 90 gsm; Tray 5 is standard 60 to 216 gsm; 60 to 216 gsm	Unit	1		

2	<b>DOCUMENT SCANNER</b> <b>Minimum Specifications:</b> Network Connectivity Scanning Face: Duplex/Automatic two side scanning Scanning Method/Technology: CIS/LED (300 dpi/600dpi) Black Background Scanning Speed: 30ppm / 60ipm @ 200/300 in colored and black and white Image Compression: MH, MMR, JPEG2000 ADF Document Size: 8.5 inches Feed Tray Capacity: 50 sheets Interface: USB 3.1 Gen 1 (Backward compatible) LAN (10Base-T/100Base-TX/1000Base-T), Wireless LAN (IEEE802.11n/g/b) Weight: 2.7 kg (5.9 lb.) Other Functions: Length Control, Patchcode Detection, (Type 2, 3, T) Control Sheet Detection, Long Paper, Double Feed Skip Image Control: Auto Preview, Auto rescan, Automatic Brightness Adjustment <Multi-color Dropout< Dynamic Threshold, White Level from Paper, Image Emphasis, Gamma, Automatic Separation, Noise Reduction. Wireless LAN: Communication Standard / IEEE802.11n/g/b Warranty: Three (3) years on parts and labor	Unit	5		
<b>QUEZON CITY YOUTH DEVELOPMENT OFFICE (QCYDO-22-OE-809)</b>					
3	<b>LAMINATING MACHINE</b> <b>Minimum Specifications:</b> Laminator A6 size up to 125 microns	Unit	1		
<b>AMORANTO SPORTS COMPLEX (ASC-22-OE-721)</b>					
4	<b>PHOTOCOPIER MACHINE</b> <b>Minimum Specifications:</b> Speed B/W 35 pages per minute, Resolution: 1200 x 1200 dpi, 4 drawers, 550 sheet drawer paper capacity, Properties: Copier-Printer-Scan-Fax. Power: 11-127 V, 15 Amps., Toner Impressions B/W: 40,000 Impressions.	Unit	1		
<b>TOTAL</b>					

Amount in Words: \_\_\_\_\_

\_\_\_\_\_

**Other Requirements:**

1. Authority to sell from manufacturer or exclusive/ authorized distributor of the duplicating machine being offered which includes full guarantee on the availability of parts after sales warranty for item nos. 1 and 4
2. Statement of Warranty- Minimum of One (1) Year for item nos. 1, 3 and 4
3. Statement of Warranty- Three (3) years on parts and labor for item no. 2

Delivery Period : Thirty (30) Calendar Days  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address