



## REQUEST FOR QUOTATION SHOPPING 52.1B

DATE : JULY 19, 2022

PROJECT NO. : CTO-22-OE-790C

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 22, 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 issued by QC BAC- Goods and Services.**

(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	<b>Paper Shredder</b> 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	<b>Laminating Machine</b> 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	<b>Calculator</b> 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	<b>Money Detector</b> 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		
<b>TOTAL</b>					

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

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<b>Other Requirement:</b>
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<b>1. Statement of Warranty: Minimum of one (1) year.</b>
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Delivery Period : Thirty (30) Calendar Days  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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