



**REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.9 – SMALL VALUE PROCUREMENT**

DATE : AUGUST 30, 2022

PROJECT NO. : BOA-22-OE-1018B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF PHOTOCOPYING MACHINE  
Approved Budget of the Contract : P 60,250.00  
End-User / Implementing Office : BOARD OF ASSESSMENT APPEALS

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 **September 2, 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	<p><b>PHOTO COPYING MACHINE</b>                      Type- Desktop, memory capacity 265MB (max: 256 MB), Scan Resolution: 600 x 600 dpi, Printing Resolution: 600 x 600 dpi, Warm up time: 18 seconds or less (at room temperature 23°C), Original Size: Maximum of A3,11 x 17 inches, for both sheet and book, Paper size: Max A3, 11 x 17 inches, In A5, Image loss width Lead edge 5.5mm Trail edge 6.0mm, Right/Left edge 5.5 mm, paper weight: Paper Tray 60 to 90 gsm, Bypass Tray 60 to 216 gsm, First Copy Output Time: 7.4 seconds, (A4 LEF) Continuous Copy Speed+A4 LEF/B5 LEF: 21 sheets/minutes, B5: 12 sheets/minutes, A4:15 sheets/minutes, B4: 12 sheets/minutes, A3: 10 sheets/minutes, Paper Tray Capacity: Standard 250 sheets x 1 tray + bypass tray 100 sheets, Optional One Tray Module 500 sheets, Max 850 sheets, (Standard plus one tray module), Output Tray Capacity: 250 sheets (A4 LEF) Power Supply: AC220-240V +/-10% 6 A, 50/60 Hz, Common Maximum Power Consumption: 1.3 KW (AC220V +/- 10%), 1.4 KW (AC240V +/- 10%) Sleep Mode: 2.0 W (AC220V), Ready Mode: 71 W (AC220CV), Dimensions: W 595mm x D 580mm x H 568 mm, Weight 32 kg. Bull in Type, Continuous Print Speed: Same as the Basic Specifications/Copy Function, Printing Resolution: 600 x 600 dpi, Page Description Language: HBPL (Host Based Print Language), Supported Operating System: Windows 10 (32bit): Windows Server 2016 (64bit), Windows 10 (64bit): Windows Server 2012 (64bit), Windows 8.1 (64bit): Windows Server 2008 R2 (64bit), Windows 7 (32bit): Windows 7 (32bit): Windows Server 2008 (32bit), Windows 7 (64bit): Windows Server 2008 (64bit), Interface: Ethernet 100BASE-TX/10BASE-T, USB 2.0 Scan Function: Type - Color Scanner, Scan Resolution 600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi, Scan Speed: same as the "Scan Speed" for the duplex automatic documents feeder interface: Same as the Print Function, Duplex Automatic Document Feeder: Original Size Max: A3, 11 x 7 inches Min-A5, Paper Weight - 38 to 128 gsm (in duplex 50 to 128 gsm), Capacity: 110 sheets, Scan speed: Copy-B/W 23 sheets/minutes, (A4 LEF Simplex), Scan - B/W: 23 sheets/minutes, Colour 23 sheets/minutes, Standard paper (A4 LEF), 200 dpi, using TWAIN driver (USB), Service Warranty: Lifetime Free Service Warranty, which includes regular preventive maintenance.</p>	Unit	1		
<b>TOTAL</b>					

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

**Other Requirements:**

1. **Statement of Warranty: Minimum of One (1) Year**
2. **Service Warranty: Lifetime Free Service Warranty, which includes regular preventive maintenance.**
3. **Authority to sell from manufacturer / exclusive distributor of the machine being offered which includes full guarantee on the availability of parts after sales warranty.**

Delivery Period : **Thirty (30) Calendar Days**

Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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