



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: September 13, 2022
PR No.: QCSBCDPO-22-OE-904C

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF DIGITAL DUPLICATOR**
Approved budget of the Contract : **Php 389,519.00**
End-User / Implementing Office : **QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS 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 **September 16, 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** 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 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
	<i>With the following minimum Technical Specifications</i>				
1	<p>DIGITAL DUPLICATOR Configuration: Desktop; Print speed: 80-130 sheets per minute Dimensions: Set-up (Platen): W 1,244 x D 681 x H 670mm Set up (ARDF): W 1,244 x D 681x H 745mm: weight 69kg; Power source: 220-240V, 50/60Hz; Duty Cycle: 300,000 Prints per month; Original Type: Sheet, Book, Original Size: Exposure glass Cover: 297 x432mm ARDF: 297 x 432mm; Image position: Vertical: +/-10mm, Horizontal: +/-10mm; Reproduction ratio 141%, 122%, 115%,100% ,93%, 87%, 82%, 71%; Enhanced features: Combine, shift/ erase/ margin adjustment (Margin Adjustment Erase Border), Colour printing (By replacing colour drum); Image Modes: Letter, photo, letter/ photo: auto separation, pencil, tint Printing area: A4 drum: 210 X 288mm, B4 drum:250X 355mm Paper feed table capacity: 1,000 sheets Paper delivery table capacity: 1,000 sheets Paper weight 47.1-209.3 g/ m; Power Consumption: TEC (Typical Electricity Consumption) :1.47 kw/ h inclusive: 1 cartridge 1 roll master, and 1 steel cabinet for copy printer. Guarantee Period:1 yr. or 60,000 copies whichever comes first</p>	UNIT	1		

	Total Quoted Amount	
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Amount in Words: _____

Other requirements:
<ul style="list-style-type: none"> • Statement of Warranty – minimum of One (1) year or 60,000 copies whichever comes first • Authority to sell from manufacturer / exclusive distributor of the machines being offered which includes a 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

 E-mail Address