



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



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT – SECTION 53.9

DATE : September 27, 2022
PROJECT NO. : RMBGH-22-OE-1339

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF COLORED MULTI-FUNCTIONAL PRINTER, ADDING MACHINE, AND OTHERS
Approved Budget of the Contract : P 861,810.00

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
Item Nos. 1-6	P 221,810.00
Item No. 7	P 640,000.00
TOTAL ABC	P 861,810.00

End-User / Implementing Office : ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL

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 30, 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	PAPER CUTTING MACHINE pressing tightly, easily cutting and changing blade, ream paper cutter a4 size with measuring scale, metal base, 10 sheets capacity, paper trimmer, heavy duty, 12-inch cut length	unit	2		
2	ADDING MACHINE 12-digit AC ink ribbon, 2.0 line per second printing, compact type with power cord, at least size measurement 64.6 x 165 x 295 mm, 2-color printing: Positive values are shown in black and negative values are shown in red, Tax calculation: Automatic calculation of price plus tax, price less tax, discount, selling price, tax amount with free AC/DC power adopter	unit	3		
3	LAMINATING MACHINE heavy duty A4 laminator 9inches 4 roller, maximum laminating width 9inches up to A4 size, pre heating time: 4-5 minutes, max width: 260mm, max thickness: 1mm, reverse/forward function and cold mounting, two laminating function: hot & cold laminating, laminating speed: 560mm/min, power:560W, temp. pre heating time: 3 min to 5 min maximum	unit	2		
4	DUAL POWER BANK NOTE COUNTER large LCD display with 13 control buttons, auto start, stop and clear batching, adding and self-diagnosis functions Auto detection with UV (ultraviolet), MG (magnetic) while counting, Capable of Auto and Manual start feeding, with chargeable battery, with low/mid/high 3 counting speed level, Counting Speed: 1000pcs/min Power Supply: AC 100-240V 50-60HZ, Power Consumption: ≤80W	unit	1		
5	HEAVY DUTY BINDING MACHINE WITH U HANDLE heavy duty binding machine, at least 450 sheets binding capacity at least 25 sheet punching	unit	1		

	capacity, 24 holes, with U handle design for legal and A4 size, 22 sheets (80g) punching capacity Metal base 24 release pins, large punch capacity				
6	AIRCONDITIONER 1.5 HP WINDOW TYPE inverter window type aircon, refrigerant (type/charge) - R32/530, cooling capacity - 5,300 - 13,000 kJ/h; EER -14.0 - 11.3, unit weight (net/gross) - 45/48 kg; good quality, includes installation and wiring if needed warranty: one (1) year parts and service	unit	4		
7	COLORED MULTI FUNCTION PRINTER Machine Type: Floor Standing Multifunction Printer Output: Black and Color Base Configuration: Copy, Print, Scan, 2 trays, stand Standard Function: Print, Scan, Copy, Network Optional Functions: Fax, Feeder, Finisher Print Speed: up to 40 pages per minute Print Resolution: up to 600x600 dpi Paper Size: 11x17, 17x11 / A3 (tabloid, ledger), 8.5 x 14, 8.5 x 11 / A4 (legal, letter) Paper Input Trays: Tray 1: 550 sheets Tray 2: 550 sheets Bypass Tray: 100 sheets Paper Input Capacity (standard/max. with options) 1,200 sheets / 6,300 sheets Dimension (WxDxH): 24inches x 26 inches x 33 inches Electrical requirement: 110-127 V AC, 60HZ, 12A Copying speed A4 size maximum of 36 pages per minutes, color/mono A3 max of 18 pages per min., color or mono, supports A6 SRA3 paper support 52-300 gsm paper, can print banner size paper, maximum of 1200 mm x 297mm, warm up time not more than 20 seconds, at least 9-inch color touch screen system Dimension: at least WxDxH 615mmx685mmx771mm Warranty: One year (1) on parts and service	unit	1		
TOTAL					

Amount in Words: _____

Other Requirements:
<ul style="list-style-type: none"> • Statement of Warranty on parts and service – minimum of one (1) year for all items. • Authority to sell from manufacturer or exclusive/authorized distributor of the machine being offered which includes full guarantee on the availability of parts after sales warranty for item no. 7.

Delivery Period : THIRTY (30) CALENDAR DAYS

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address