



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 : NOVEMBER 22, 2022

PROJECT NO. : CAO-22-OE-1398

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : LAPTOP AND OTHERS
Approved Budget of the Contract : P 461,439.00
End-User / Implementing Office : City Administrator'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 **NOVEMBER 25, 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.


d **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	MINI PROJECTOR source with 3000Ansi Lumen brightness 15 inches- 100: screen support 1 x 0.8W speaker, android, 960 x 540 resolution	unit	2		
2	EXTENSION WHEEL CABLE REEL 50M	M	3		
3	EXTERNAL HARD DISK AHD 330-2TB 2.5 Protected and safe data shock & error sensor, black	Unit	2		
4	USB WIFI DONGLE	Pc	12		
5	WIFI MESH ROUTER MW6 wireless, AC 1200 2.4G/5G, APP manage	Unit	1		
6	5-BAY NAS Memory 4GB DDR4, Internal Interface: SATA 3.0 6 Gbpx5, USB 3.0 Type-Ax2, Ethernet connection: 2.5 gbe; Inter CeleronN4/20Quad	Unit	1		
7	PRINTER Ink Tank photo- high resolution; Print Method: on-demand inkjet, Max print resolution: 5760 x 1440dpi; Max Ink droplet vol. 1.5pl; Print direction: Bi-directional printing, uni-direct printing; Nozzle Configuration: 90 nozzles; each colored Connectivity: USB 2.0 Network: IEEE 802.1 1b/g/n	Unit	3		
8	Mobile Hard Drive HDD-5400rpm SATA 6 Gb/s/128 MB Cache, 2.5inch-WD20SPZX	Unit	2		
9	DOCUMENT SCANNER ADF Duplex; Scanning speed A4 portrait speedy simplex 60ppm (200/300dpi) Duplex: 120ipm (200/Badpi) Image sensor type: color CCDx2" Light Sources: white LED arrayx2 Optical Resolution: 600dpi; Output resolution: 50 to 600dpi (adjustable by 1dpi increment) 1,200dpi (driver); Output Format: Color: 24bit. Grayscale; 8-bit monochrome; 1-bit document size: Max 8.5 x 14 inches) Min. 50.8 x 54mm; Long paper scanning: 5.588mm Dimension: 300Wx170Dx163Hmm Weight: 4.2kgs	Unit	1		
10	LAPTOP i5 Intel core processor 16GB memory, full HD Display, EX 215-54-566Z-Intel Core i5-1135FG7 Intel Irish Xe graphics 8 GB DDR4, 512GB SSD, Windows 11	Unit	4		
TOTAL					

Amount in Words: _____

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Other Requirement:

1. **Statement of Warranty – Minimum of One (1) year.**

Delivery Period: **Until December 31, 2022**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

CAO-22-OE-1398

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