



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
(SECTION 53.1)

DATE : NOVEMBER 10, 2022

PROJECT NO. : OCM-22-OE-1025

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **VARIOUS OFFICE EQUIPMENT LINE 3: PRINTER AND OTHERS**
Approved Budget of the Contract : **P 495,000.00**
End-User / Implementing Office : **OFFICE OF THE CITY MAYOR**

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 15, 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.) MA. MARGARITA T. SANTOS
Chairperson, BAC- Goods and Services

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>COPIER desktop; Engine speed: A4 (8½ inches x 11 inches) max- 45/35ppm; Control panel display: 5 line LCD; paper size: Max A4(8½ inches x 11 inches), min A6(5½ inches x 8½ inches); paper capacity: Standard: 550 sheets (500 sheet tray and 50 sheet multi bypass tray); max of 1150 sheets; Paper weight: Tray 1: 60g/m² to 105m² (16 lbs. bond to 28 lbs. bond); Tray 2: (MX-CS14N):55g/m² to 220g/m² (13 lbs. bond to 80 lbs. cover); Warm-up time: 29sec; Memory: 1GB(Copy/print shared); Power requirements: Rated local AC voltage ±10%, 50/60Hz; Power consumption: Max 1.844kW (220V to 240V); Dimensions (W x D x H): 492mm x 517mm x 560mm; Weight (approx.): 29kg(64.0lbs); Copier: Original paper size: Max A4 (8½ inches x 14 inches); first copy time: 8.5/9.0sec); Continuous copy: Max 999 copies; Resolution: Scan: 600x600dpi, 600x300dpi, Print: 600x600dpi; Gradation: Equivalent to 256 levels; Zoom range: 25% to 400% (25% to 200% using RSPF) in 1% increments; Present copy ratios: Metric: 8 ratios (4R/4E), inch: 5 ratios (3R/2E); Scanner: Scan method: Push scan (via control panel), Pull scan (TWAIN-compliant applications); Scan speed: Color: Max 13 originals/ min; B/W: Max 40 originals/ min; Resolution: Push scan: 100,150, 200, 300, 400, 600dpi; Pull scan:</p>	Unit	1		

	<p>75, 100, 150, 200, 300, 400, 600dpi; 50dpi to 9600dpi via user setting File format: TIFF, PDF, Scan destinations: Scan to email/desktop/ FTP server/network folder (SMB)/USB drive; Printer: 600x600dpi; Interface: USB2.0 (host, high speed)10Base-T/100Base-TX/1000Base-T, wireless LAN (IEEE 802.11 n/g/b; Supported OS: Windows server 2008, 2008R2, 2012, 2012R2; 2016, 2019, Windows , 8.1, 10; MacOS 10.6, 10.7, 10.8, 10.9, 10.10, 10.11, 10.12, 10.13, 10.14, 10.15; Network protocols: TCP/IP; Printing protocols: LPR, Raw TCP (port 9100), FTP for down loading print files, IPP, WSD; PDL: PCL 6 emulation, Postscript 3 emulation; Available fonts: 80 fonts for PCL, 136 fonts for Postscript 3 emulation; Facsimile: Compression method: MH/MR/MMR/JBIG Communication Protocol: Super G3/G3; Transmission time: Less than 3 sec; Modem speed: 33600bps to 2400bps with automatic fallback; Transmission resolution: From standard (203.2 x 97.8dpi) to Super fine (203.2 x 391dpi); Recording size: A4 to A5; Memory: 64MB (built-in); Greyscale levels: Equivalent to 256 levels</p>				
2	<p>DESKTOP 23.8 diagonal FHD touch display; Display specifications: 23.8 inches diagonal FHD, IPS, bright view, WLED-backlit, 3-sided micro-edge touch screen, 250 nits, 72% NTSC(1920x1080); Mother board: Brighton FHD; Motherboard specifications link: Memory: 16GB DDR4-2666SDRAM (2x8GB); Memory and Storage: 16GB memory; 1TB HDD storage, 256GB SSD storage; Internal storage: 256GB M.2 SSD; Hard drive(2nd): 1TB 7200rpm SATA; Processor type: Intel Corei5; Processor: i5-10400T or its equivalent (2.0GHz base frequency, up to 3.6GHz with Turbo Boost Technology, 12MB L3 cache, 6 cores); Processor family: 10th Gen i5 processor; Processor speed: 2.0GHz; Graphics: Discrete; Graphics card: (4GB GDDR5); Ports: 1 USB type-A 5Gbps signaling rate, 1 headphone/ microphone combo; Expansion slots: 2M.2(1 for SSD, 1 for WLAN); Network interface: Integrated 10/100/1000 Gigabit Ethernet LAN; Wireless: Wi-Fi</p>	Unit	3		

	(2x2) and Bluetooth 5 Combo; Memory Card device: 3-in-1 memory card reader; Weight: 6.7kg; Power supply type: 150W Smart AC power adapter; Keyboard: USB white wireless key board; Input device-mouse: wireless white mouse; Webcam: Wide Vision 5 MP privacy camera with integrated quad array digital microphone; Apps: connection Optimizer; games by Wild Tangent; JumpStart; Support Assistant; Software Included: McAfee LiveSafe; Operating System: Windows10 Home64, Microsoft Office 2019				
3	PRINTER Technology: On-demand inkjet (Piezo electric); Min. droplet size: 3pl with variable-sized droplet tech; Ink Tech: dye ink; Printing resolution: 5760 x 1440 dpi; Nozzle configuration: 180 nozzles black, 59 nozzles per color; Category: Consumer; All-in-one function: Print, scan, copy, fax	Unit	2		
					-TOTAL

Amount in Words: _____

Other Requirements:
<ol style="list-style-type: none"> 1. Statement of Warranty -Minimum of One (1) Year 2. 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. Line 3: For Item No. 1.

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address