



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



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

DATE : NOVEMBER 28, 2022

PROJECT NO. : OCM(PDAO)-22-OE-1642B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF PAPER SHREDDER & COPIER MACHINE  
Approved Budget of the Contract : P 219,000.00  
End-User / Implementing Office : Office of the City Mayor (Person with Disability Affairs 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 **DECEMBER 02, 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.

  
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	<b>PAPER SHREDDER</b> Cross-cut shredder. Shred 20 sheets of Paper per pass into 397 (5/32 x 1-1/2 INCHES SECURITY LEVEL P-4) Jam Prevention Features: 100% Jam Proof System, Feed Type: Traditional Auto Start/ Stop; Yes- ELECTRONIC, Bin Full Light YES, Can shred: Staples, Credit Cards, Paper Clips, CD/DVD'S, Junk Mail, Cut Size (INCHES): 5/32 x 1-1/2 inches, Cut Type: Cross – Cut, DIN level – paper P-4, maximum run time (minutes): continuous, energy efficient features: Energy	unit	2		
2	<b>COPIER MACHINE (MULTIFUNCTIONAL PORTAL)</b> GENERAL TYPE: Desktop Engine; Speed: A4 (8 1/2" x 11")*1; Max 31/28 PPM A3 (11" x 17"), Max 17 ppm; Control panel display: 5-line LCD; Paper Size: Max A3 (11" x 17"), MIN. A6*2 (5 1/2" x 8 1/2); Paper Capacity (80 G/ M2) Standard 1,100 sheets (2 x 500 Sheet Tray and 100 Sheet Multi ByPass Tray); Maximum: 2,100 sheets (1,100 Sheets & Optional 2 x 500 Sheet Tray) Paper Weight: Tray 1:60 G/M2 to 105 g/m2 (16 LBS Bond to 28 LBS Bond) Trays 2-4: 60 G/M2 To 200 G/M2 (16 LBS Bond to 110 LBS Index)	unit	1		
<b>TOTAL</b>					

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

**Other Requirements:**

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 for item no. 2**

Delivery Period: Until December 31, 2022

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

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

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

\_\_\_\_\_  
Date

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