



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



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9 – SMALL VALUE PROCUREMENT

DATE : NOVEMBER 15, 2022 ✓
PROJECT NO. : QCDTRC(TAHANAN)-22-
OE-1084C ✓

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF DESKTOP COMPUTER AND OTHERS
Approved Budget of the Contract : P 332,009.35
End-User / Implementing Office : QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)

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 18, 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	DESKTOP COMPUTER <u>Minimum technical specification:</u> Set, Intel Core i3-8100 processor, H310M Motherboard, 8gb 2666MHZ RAM, 256gb SATA SSD, 23.6 inches LED Monitor, NVIDIA GeForce GTX 1050 TI oC, Trendsonic THOR Blue TG RGB Casing, Wi-Fi Dingle, USB Keyboard and Mouse, 500 Watts power supply, 500W BLK AVR, Windows 10	Unit	1		
2	DESKTOP COMPUTER <u>Minimum technical specification:</u> Set, Intel Core i3-8100 processor, H310M Motherboard, 8gb 2666MHZ RAM, 256gb SATA SSD, 23.6 inches LED Monitor, NVIDIA GeForce GTX 1050 TI oC, Trendsonic THOR Blue TG RGB Casing, Wi-Fi Dingle, USB Keyboard and mouse, 500 watts power supply, 500W BLK AVR, windows 10	Unit	4		
3	COPIER MACHINE <u>Minimum technical specification:</u> A3 Monochrome Multi-Function Laser Printer, Print (Printing resolution 600 x 600 dpi), Scan/Copy (Scan Resolution 600 x 600 dpi) Paper size Max of A3, 11 x 17 min A5, 21 pages per minute (copy/print), Output Tray Capacity 250 Sheets Warm up time 18 sec or less, Smart Card Copying / Network Colour Scanning, Smart Print-sort Function Duplex Automatic Document Feeder, Dimension: W 595mm x D 580mm x 568mm, Weight: 32kg, Ethernet 1x Lan Port / USB 2.0 inches	Unit	1		

4	PRINTER <i>Minimum technical specification:</i> Eco Tank Wi-Fi All-in-One, Ink Tank – Printer Type: Print, Scan, Copy, USB 2.0, Dimensions: W 375 x D 347 x H 17933, Weight: 3.9kg, Compact integrated tank design High yield ink bottles Spill-free, error-free refilling Wi-Fi and Wi-Fi Direct Borderless printing up to 4R, Ink Color: Black, Cyan, Magenta, Yellow Color ink Code: 003, Print Method: On-demand inkjet Photo Default – 10cm x 15cm / 4 inches x 6 inches 1: Approx. 69 sec per photo (Border) / 90 sec per photo	Unit	2		
					TOTAL

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. 3

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

