



Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date: November 15, 2022
PR No: VET-22-OE-1299

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF PHOTOCOPIER MACHINE AND OTHERS**

Approved Budget for the Contract : **Php 386,000.00**

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT	
Item No. 1	P 119,000.00
Item No. 2	P 140,000.00
Item No. 3	P 20,000.00
Item No. 4	P 44,000.00
Item No. 5	P 28,800.00
Item No. 6	P 5,800.00
Item No. 7	P 28,400.00
TOTAL ABC	P 386,000.00

End-User / Implementing Office : **QUEZON CITY VETERINARY DEPARTMENT**

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
	<i>With Minimum Technical Specifications of the following</i>				
1	PHOTOCOPIER MACHINE, Type: Desktop (monochrome) Copy/Print Speed: 24 copies per minute Continous Copy: Max. 999 copies Paper Size: Max A3 (11inches x 17inches) Min. A5 (5 1/2inches x 8 1/2inches min. A6R via bypass First Copy Time: 6.4 seconds Print Resolution: 600 x 600 dpi Scan Resolution: up to 9600 via user settings Paper Capacity: 350 sheets (250 sheets x 1 + 100 sheets bypass) Weight: 29 kg. Zoom Range: 25% to 400% Interface: USB 2.0 Memory: 64MB File Format: TIFF, PDF, JPEG Print Speed: 24ppm Supported OS: Windows Server 2003, 2008, Windows 7, Windows 8, Windows 8.1, Windows 10, Mac OS (optional) KEY FEATURES: - ID Card Copy, XY Zoom, Dual Page Copy Mode - Rotation Sort, Margin Shift, Edge Erase Center Erase, 2 in 1 / 4 in 1 - 20 account passcodes - One Year Warranty On Parts or 240,000 copies whichever comes first (Heavy duty machine) - Drum Kit - Less than 8,000 when replaced - FREE Service for lifetime	Unit	1		

2	LCD PROJECTOR Technology one chip DLP, Projection Method: Front & Rear Both Native Resolution: 1280 x 800 (WXGA) Brightness: 3100*3,, Contrast: 10000:1*1 Availability of Lens: No Remotely Controlled: Yes Aspect Ration: 16:10 Keystone Correction: Manual Type of Light Source: UHP Lamp, Video Compatibility NTSC/ PAL/ SECAM/ NTSC4.43/ PAL-M/ PAL- N/PAL-60 Power Supply:210V240V, 56-60 Hz Dimension: W-282 x D-267.5 x H-1 17.9 Weight: 2.8kg	Unit	2		
3	PUSH CART TROLLEY 4 wheel, aluminum, heavy duty platform Measures: 62 x 93cm, Handle stands: 86cm high, Folded measurements: 62 x 93 x 26cm, Collapsible, Capacity: 300 kgs	Unit	4		
4	WHITEBOARD (4X7), Whiteboard with Stand with rollers and frame Size: (4 feet x 7ft)	Unit	4		
5	WHITEBOARD (4X5), Whiteboard with frame without Stand (4ft x 5 ft)	Unit	8		
6	WHITEBOARD (4X8), Whiteboard with frame without Stand (4ft x 8 ft)	Unit	1		
7	PROJECTOR SCREEN, Multi-media screen, tripod projector Size: 96"x96"	Unit	2		
Total Quoted Amount					

Amount in Words:_____

_____.

Other requirements:
• Statement of Warranty – minimum of One (1)
• Authority to sell from manufacturer / exclusive distributor of the machines being offered which includes a full guarantee on the availability of parts after-sales warranty for item No. 1
• One year warranty on parts or 240,000 copies whichever comes with free maintenance for item no. 1

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address