



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: AUGUST 01, 2023  
PR No: VET-23-OE-0725

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF PHOTOCOPIER MACHINE AND DUPLICATING MACHINE**  
Approved Budget for the Contract : **Php502,500.00**  
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 **AUGUST 04, 2023, 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 (2023);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2022) (For ABCs above P500,000.00);
- 6 Omnibus Sworn Statement prescribed by the **QC BAC – Goods and Services**;
- 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

- Bidders shall **provide correct and accurate** information required in this form.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
- 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.
- 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.
- The City General Services Department (CGSD) shall have the right to inspect the goods.
- Non-submission of eligibility documents shall mean disqualification of Quotation.
- 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.
- 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 the following Minimum Technical Specification:</i>				
1	<b>PHOTOCOPIER MACHINE</b> Print Speed Pages per minute (ppm): Up to 23ppm Copy Speed copies per minute: Up to 23 cpm Duplex Printing: Automatic Scan Speed Simplex: A4 up to 33 images per minute (ipm) black and colour 100 sheets reversing: Optional Input Capacity: Standard Up to 350 sheets Maximum up to 600 sheets Output Capacity 250 sheets Includes: Free 3 cartridge toner and free (1) pedestal	Unit	1		
2	<b>DUPLICATING MACHINE</b> Scanning Method: Flat Bed Document Type: Sheet, book Resolution: 300 x 600 dpi Image Area: 250 x 355mm Feeding Capacity: 1,300 sheets (minimum) Stacking Capacity: 1,300 sheets (minimum) Paper Size: 297 x 420 mm (maximum) 100 x 148 mm (minimum) Paperweight: 45 (minimum) - 210 gsm (maximum) Max Printing Speed: 130ppm Rollers: 3 Master Disposal: at least 50 sheets Cost Per Copy: 0.06 Maximum Includes: Free 15 inks and 5 master rolls free (1) pedestal ***	Unit	1		
	<b>Total Quoted Amount</b>				

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

Other requirements:
• Statement of Warranty - (minimum of One (1) year)
• One (1) year warranty on the unit including print head for item no. 1
• 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.

Delivery Period : Thirty (30) Calendar Days

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

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address