



**REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1**

DATE : NOVEMBER 28, 2023

PROJECT NO. : QCU-23-OE-1105

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : PROCUREMENT OF MULTIFUNCTION DIGITAL COPIER AND OTHERS

Approved Budget of the Contract : Php556,009.00

End-User / Implementing Office : QUEZON CITY UNIVERSITY

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT (ABC)	
For Item Nos. 1 – 4	P 242,163.00
For Item Nos. 5 – 7	P 167,571.00
For Item Nos. 8 – 9	P 146,275.00
Total	P 556,009.00

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 1, 2023; 8:30 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; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2022) (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, DPA
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
	ADMINISTRATIVE SUPPORT SERVICES PROGRAM				
1	Paper Shredder 23 Liters Crosscut 17 Sheets, 2 hours continuous operation, shreds paper into cross cut pieces at 1.8m/min, shreds A7 sheets of 70gsm paper or 15 sheets of 80gsm paper, simple and intuitive touch control, with anti-Jam technology, automatically stops and reverses, weight: 27.73, length: 43, width: 34.5, height: 55	unit	2		
2	Paper Trimmer Cutting Machine Paper Cutter, A4 Paper Trimmer Heavy Duty, Metal Base, Photo Guillotine Craft Machine, 12 inches Cut Length, 10 Sheets Capacity	unit	1		
3	Printing Calculator 12 digits use AC adaptor, weight: 1.7kg, length: 32.4cm, width: 22.1cm, height: 7.9cm	unit	1		
4	Multifunction Digital Copier General type Monochrome multifunctional for A3 format; Technology Laser Monochrome, solution platform; Engine speed Up to 32/17 pages per minute A4/A3; Resolution 1,200 x 1,200 dpi (print, at reduced speed) 600 x 600 dpi (scan/copy) Warm-up time Approx. 18 seconds or less from power on; Time to first print Approx. 4.9 seconds or less; Time to first copy Approx. 5.2 seconds; Dimensions (W x D x H) Main unit: 594mm x 696mm x 683mm; Weight Poids: 59kg.; Power Consumption Printing: 510 W, Stand-by: 100 W, Energy saving priority 1.0 W; Power source AC 220 V~240 V, 50/60 Hz ; Noise (ISO 7779) Printing/copying: 66 dB(A) LpA, Stand-by: 43 dB(A) LpA; Safety standards GS/TÜV, CE - This unit is manufactured according to ISO 9001 quality standard and ISO 14001 environmental standard; General memory Standard 2048 MB, 32 GB SSD + optional GB HDD	unit	1		
	ACADEMIC PROGRAM				
5	Air Cooler High quality Mobile Air Conditioner Fan Silent Air Cooler Evaporative Fan Spray Fan Evaporative, Cheap Evaporator Fan Mist Fan, Easy to use, comfortable	unit	2		

6	Digital Copier Machine 20 Copies per minute speed Scan Once Print Many Warm up time: 30 seconds or less First Copy: Approx. 8.2 seconds Max. Copy/Orig. size: A3 Copying Resolution: 1,200 x 600 dpi Multiple Copies: 1-999 Magnification Zoom: 25%-400% Fast two-sided copying	unit	1		
7	Paper Trimmer Cutting Machine Paper Cutter, A4, Heavy Duty, Metal Base, Photo Guillotine Craft Machine, 12 inches Cut Length, 10 Sheets Capacity	unit	1		
	STUDENT SUPPORT SERVICES PROGRAM				
8	Multifunction Digital Copier 31 copies per minute, up to A3 Paper size; 20 user programmable pin code access; first copy time; 5:2 seconds or less; warm up to time 20 seconds maximum; at least 1,100 sheets paper capacity; (2 tray + bypass), with reserving document feeder (100 sheets paper capacity); electronic sorting (with rotation sort); back to back copying/printing capability; power source: 220V - 240V, 50/60Hz; inclusive of pedestal table with power cord, with manual	unit	1		
9	Paper Trimmer/Cutting Machine table top	unit	1		
TOTAL:					

Amount in Words: _____

Delivery Period : **Thirty (30) Calendar Days**
Warranty : _____

Signature over Printed Name

Office Telephone No./Fax/Mobile No.

Date

Email Address

Other Requirement:
<ul style="list-style-type: none">• Statement of Warranty – Minimum of One (1) Year for all items.• Authority to sell from manufacturer or exclusive/ authorized distributor of the machines being offered which includes a full guarantee on the availability of parts after-sales warranty for item nos. 4, 6 and 8.