



**REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
(SECTION 53.9 – SMALL VALUE PROCUREMENT)**

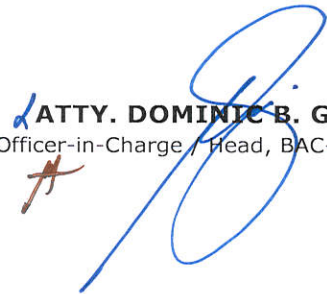
DATE : NOVEMBER 07, 2023
PROJECT NO. : VET-23-OE-1680

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF PHOTOCOPIER MACHINE AND DUPLICATING MACHINE
Approved Budget of 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 **NOVEMBER 10, 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; 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.


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 the following Minimum Technical Specification:</i>				
1	PHOTOCOPIER MACHINE Print Speed Pages per minute (ppm): Up to 23ppm Print Resolution: Black (best) up to 1200 x 1200 dpi; Black (normal) Up to 600 x 600 dpi; Black (fine lines) Up to 1200 x 1200 dpi Copy Speed copies per minute: Up to 23 cpm Duplex Printing: Automatic 4-line LCD, 10-key pad, 4-button quick set 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 Standard Print Language: PCL6, PS Scan Technology: Type: Flatbed, ADF (optional); Technology: Digital-CMOS Image Sensors (D-CIS) Scan Speed: Normal (A4): Up to 33 ipm (b&w); Up to 33 ipm (color) Scan Resolution: Enhanced up to 4800 x 4800 dpi; Hardware: Up to 600 x 600 dpi; Optional: Up to 600 dpi Color Scanning: Yes Scan File Format: PDF, JPEG, TIFF Copier Smart Software Features: ID Copy, Book Copy, N-UP, Reduce/Enlarge Max No. of Copiers: 999 copies First Copy Out: Black (A4): As fast as 7.5 sec; Black (A4, sleep): As fast as 22.0 sec; Black (letter): as fast as 7.5 sec; Black (letter, sleep): As fast as 22.0 sec Duty cycle (monthly): up to 50,000 pages per month; Recommended monthly page volume: 2000 to 5000 Copier settings: 600 x 600 dpi x 2 bit; Originals content Settings: Text, Text /Photo Hi-Speed USB 2.0 printing port Built-in Ethernet 10/100Base-TX networking	Unit	1		

	Includes: Free 3 cartridge toner and free (1) pedestal				
2	DUPLICATING MACHINE Scanning Method: Thermal Digital Resolution Document Type: Sheet, book Resolution: 300 x 600 dpi Scan: 300x600 dpi Paper Size Min: 100 x 148 mm Max: 297 x 420mm Document Type: Sheets, Book (max. 10kg) Document Size: Max: 297mm x 432mm Min: 100mm x 148mm (with optional ADF) Master Making Speed: 21 seconds Image Area: Max: 250mm x 355mm Scanning Method: Flatbed Scanner Rubber Rollers: at least 3 rollers Paperweight: 45 - 210 gsm Image Modes: Text, Photo, Text/Photo, Pencil Capacity Feeder: 1,300 sheets (64gsm) Stacker: 1,300 sheets (64gsm) (installed on cabinet) Stacker: 900 sheets (164gsm) (used as table top) Paper Weight: 45gsm-210gsm max. Print Speed: 60-130ppm max. (3 steps) Power Consumption: 135w max Cost per Copy: 0.06 per copy max Master Disposal: at least 50 sheets Other Functions: Ink save mode, multiple exposure (2,4,8 & 16-up, 2 in 1) confidential safeguard, 90,180 degree rotation Master re-make (save the data from last master making) Repeat counter Pre-print, Interval print (2 mode, by time specified) Print per set/prints per document program, Energy save mode (LCD/back light turned off/sleep LED) Ink replenishing mode. Auto-reset, Online print (USB 2.0) Double feed detection Includes: Free 15 inks and 5 master roll free (1) pedestal	Unit	1		
TOTAL					

Amount in Words: _____

Other Requirements:
<ul style="list-style-type: none"> Statement of Warranty – (minimum of One (1) year) . One (1) year warranty on the unit including print head. 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