



REQUEST FOR QUOTATION
SECTION 53.9
SMALL VALUE PROCUREMENT

DATE : APRIL 30, 2024

PROJECT NO. : QCCCD-24-OE-0589

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF DIGITAL DUPLICATOR, PORTABLE SPEAKERS, AND OTHERS
Approved Budget of the Contract : P 423,149.91
End-User / Implementing Office : QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES

BREAKDOWN OF THE APPROVED BUDGET FOR THE CONTRACT	
Item nos. 1 – 4	P 90,431.92
Item nos. 5 - 7	P 308,671.00
Item nos. 8 - 9	P 24,046.99

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 **MAY 03, 2024, 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 (2024);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2023) (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**.

NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.


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	Walkie Talkie; Frequency Range: 400-470MHz Channel Capacity: 16 Channel Spacing: 25.0kHz/12.5kHz Frequency Stability: + 1.5ppm Working Temperature: -20°C + 60C Antenna impedance: 500 Working Voltage: 3.7V Dimensions (L*W*H): 100x55x34mm; Weight:166g; Battery: 1500mAh; SET of 2	SET	3		
2	High-End Dynamic Wired Microphone New Style Microphone, 10 meter long wired, high performance microphone, anti-slip and bouncing mesh, high quality voice coil, heavy duty mic cable	PIECE	7		
3	Megaphone with Siren/Whistle & Voice Recorder; with Speak / Record and Play Button; with Volume Control / On and Off Side Switch; Rechargeable Megaphone; Range: 35M; Dimension: Ø230mm x 355mm; 30 Watts; Powered by 12 volts Lithium Battery or Type C Batt. x 8pcs; Detachable Microphone ; Shoulder Strap; Heavy Duty; Car adaptor Included	PIECE	2		
4	Portable Speaker; Crown PRO5008RPLUS; 15" Woofer with 2 Wireless Microphone; With 5 Band Equalizer; Microphone echo function; 13×16" Tweeter; 480 Watts; USB/SD Port; Dimension: (LxWxH) 478x393x718 mm	UNIT	3		
5	Digital Duplicator; Brand New; First Copy: 18 seconds; Resolution: 300dpi x 600dpi; Print Size (min/max): 90mmx140mm , 257mm x 364mm; Paper Capacity: Feed:1200 sheets (60gsm), Receiving: 1200 sheets (60gsm); Power Supply: 220V-240VAC, 50/60Hz; IPC Connected printing;	UNIT	1		
6	Laminator, Hot and Cold Laminating Machine, can laminate all sizes of papers (ID card, A4, A3, letter & legal sizes), maximum binding length: 300mm, working temperature: 140+10 degrees, max power consumption: 450W, power supply: 220V, weight: 7.8kg, dimensions: 56x27x16cm	UNIT	3		
7	Paper Cutter; Size: 15in x 18in; Color: Brown; Wood and Steel Hand; Weight: 5.79lbs	UNIT	5		
8	Trash Bin Segregation (Hooded); 75L; with Frame; with Label; 4pcs Set	SET	3		
9	Push Cart; 90cm Foldable handrail; 2 swivel wheels; Platform measurements: 90cm x 60cm	PIECE	2		
TOTAL					

Amount in Words: _____

Other Requirements:
For all items: <ul style="list-style-type: none">• Statement of Warranty – minimum of one (1) year
For item no. 5: <ul style="list-style-type: none">• Authority to sell from manufacturer/ exclusive 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