



Republika ng Pilipinas

Lungsod Quezon

BIDS AND AWARDS COMMITTEE - GOODS & SERVICES
Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
8988-4242 local 8712 / 8710 / 8709
bacgoods.procurement@quezoncity.gov.ph



REQUEST FOR QUOTATION
NEGOTIATED 53.9
SMALL VALUE PROCUREMENT

DATE : AUGUST 13, 2024
Project
No. : OCM-24-OE-1236

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF COPIER MACHINE
Approved Budget of
the Contract : P404,040.00
End-User /
Implementing Office : OFFICE OF THE CITY MAYOR

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 16, 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.


DATTY. DOMINIC B. GARCIA
Officer-In-Charge/Head, BAC Secretariat

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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	Heavy Duty Digital Multi-Function Copier Machine Engine speed: A4 (8 ½ inches x 11 inches) *1 Max 28ppm Control panel display: 7.0 inches colour LCD Touchscreen Paper Size: Max. A3 (11 inches x 17 inches), Min. A6 (5 ½ inches x 8 ½ inches)*2 Paper Capacity: (80g/m2) Standard 2,100 sheets (3 x 500-sheet tray and 100-sheet multi bypass tray) Warm-up time: 19 sec. *4 Memory Standard; 4GB (copy/print shared) HDD: 512GB SSD First Copy Time: 4.3 sec. Continuous Copy: Max. 9,999 copies Resolution: Scan 600 x 600 dpi, 600 x 400 dpi Scan Method: Push scan (via control panel) Pull Scan: (TWAIN-complaint application) Scan Speed: *8 Colour and B/W Max. 60 originals/min. Resolution: Push Scan 100,150,200,300,400,600 dpi; Pull Scan 75,100,150,200,300,400,600 dpi; 50 dpi to 9,600 dpi, via user setting File Formats: TFF, PDF, PDF/A-1a*10, PDF/A-1b, encrypted PDS, XPS, compact PDF*11*12, JPEG*12,searchable PDF*10, OOXML	UNIT	1		
Total Quoted Amount					

Amount in Words: _____

OTHER REQUIREMENTS:	
<ul style="list-style-type: none">• Statement of Warranty with project number and project title - (minimum of One (1) year) on parts and services.• 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.	

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

