



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
SMALL VALUE PROCUREMENT

DATE : MAY 20, 2025
Project
No. : MDAD-25-OEPA-0609

Name of Company :
Address :
Contact No. :
Project Title : REPAIR AND MAINTENANCE OF COPIER MACHINE (PARTS AND LABOR)
Approved Budget of the Contract : P 30,873.00
End-User / Implementing Office : MARKET DEVELOPMENT AND ADMINISTRATION 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 **MAY 23, 2025, 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 (2025);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2024) (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



Management System
ISO 9001:2015
www.tuv.com
ID: 9000033413



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
	REPAIR AND MAINTENANCE OF COPIER MACHINE – TASKALFA 3212i (PARTS AND LABOR)				
1	Kyocera FK-7125, 1 assembly	piece	1		
2	Kyocera parts pulley set SP, 2-pieces	piece	2		
Total Quoted Amount:					

Amount in Words: _____

OTHER REQUIREMENT/S:

- 1) Certification of authenticity / genuity of the parts to be offered (with project number and project title).
- 2) Statement of Warranty: minimum of three (3) months (with project title and project number).

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address



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TSD CALCULATION

PROJECT NO.:	MDAD-25-OEPA-0609							
OFFICE:	MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT							
PROJECT TITLE:	Repair and Maintenance of Copier Machine (PARTS AND LABOR)							
CATEGORY:	Office Equipment Parts and Accessories							
ABC:	30,873.00							
FUND YEAR & SOURCE:	2025	GENERAL FUND	MODE OF EXPENDITURE:		MOOE			

Item No.	Account Code	Description	Unit of issue	QTY	Unit Cost (PPMP)	Total Cost (PPMP)	Recommended Price (Canvass/P.O.)	RECOMMENDED TOTAL COST
Program Administrative Support Program								
1	5-02-13-050	Repair and Maintenance of Copier Machine - Kyocera, Taskalfa 3212i	lot	1	43,000.00	43,000.00	30,873.00	30,873.00
43,000.00							30,873.00	

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Cost Derivation

							Recommended Price (Canvass/P.O.)	RECOMMENDED TOTAL COST
1	Kyocera FK-7125, 1 assembly	pc	1	36,700.00	36,700.00		25,743.00	25,743.00
2	Kyocera Parts, Pulley Set SP	pc	2	3,150.00	6,300.00		1,965.00	3,930.00
	*Service Charge included	lot	1				1,200.00	1,200.00
43,000.00							TOTAL	30,873.00

QCG.PD.TSD.F.02

QUEZON CITY
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Year 2025

END-USER/UNIT: MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT (MDAD)

Charge to : GENERAL FUND

Projects, Programs and Activities (PAPs): Administrative Support Program

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES												
		Jan			Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec		
	MAINTENANCE AND OPERATING EXPENSES																
				PUBLIC BIDDING													
	RM - Machinery and Equipment																
	Copier Machine - Kyocera, Taskalfa 3212i	1 lot	43,000.00					X									
5-02-13-050	Kyocera FK-7125, 1 assembly																
5-02-13-050	Kyocera Parts, Pulley Set SP, 2 piece																
5-02-13-050	Repair Charge																
5-02-13-050																	
	Risograph Machine - RISO SF5130	1 lot	7,000.00					X									
5-02-13-050	Drum, Riso Sf130, 1 piece																
5-02-13-050	Auto document Feeder , 1piece																
5-02-13-050	Job Separator, 1 piece																
5-02-13-050	Card Feed Kit, 1 piece																
5-02-13-050	RISO key Card Counter, 1 piece																

Sub-Total 50,000.00

Total Budget for RM - Machinery and Equipment 50,000.00

TOTAL BUDGET FOR ADMINISTRATIVE SUPPORT PROGRAM 503,567.00

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP and attach the Terms of Reference, if applicable

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QUEZON CITY GOVERNMENT

PURCHASE REQUEST NO: MOAD-2S-OFPA-0609

PROGRAM/PROJECT NAME: Administrative Support Program

DATE _____

PLACE OF DELIVERY: Mkt. Dev't. and Admin. Dept.

PERIOD OF DELIVERY: 30 days

ITEM NO.	ITEM DESCRIPTION / SPECIFICATION	UNIT	QTY.	ESTIMATED UNIT COST	TOTAL COST
	RM - Machinery and Equipment				
1	Copier Machine - Kyocera, Taskalfa 3212i	pc	1	36,700.00	36,700.00
2	Kyocera FK-7125, 1 assembly	pc	2	3,150.00	6,300.00
	Kyocera Parts, Pulley Set SP, 2 piece (Service Charge included)				
TOTAL					43,000.00

PURPOSE: For the repair of copier machine of MDAD.

REQUESTING PARTY:	GENERAL SERVICES DEPARTMENT
	Control No.: _____ Items not listed in the PS.DBM Catalogue as of: Date: _____
OFFICE : Market Dev't. & Admin. Dept.	TEDDY P. REYES
SIGNATURE :	OIC, Central Warehouse Mngt. Div.
PRINTED NAME : PCol. ALEX DE JESUS ALBERTO (Ret.), PhD	
DESIGNATION : City Government Department Head III	

Fund Availability:	
CITY BUDGET DEPARTMENT	CITY ACCOUNTING DEPARTMENT
<input type="checkbox"/> GENERAL FUND <input type="checkbox"/> SPECIAL EDUCATION FUND Responsibility Center: _____ Account Code: _____ Amount Certified: _____ AA No.: _____ Date: _____ Analyst: _____ Verified by: _____ <small>Signature over printed name Signature over printed name</small>	TRUST FUND Accounting No.: _____ OBR No.: _____ Responsibility Center: _____ Amount Obligated: _____ Fund Code: _____ Evaluated by: _____ FMCD Chief: _____ <small>Signature over printed name Signature over printed name</small>

APPROVED BY:

MA. JOSEFINA G. BELMONTE
City Mayor