



REQUEST FOR QUOTATION

Date: 11 March 2023

RFQ No.: R1 100-23-01-288

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of Various Office Supplies and Equipment for the Traffic and Parking Management office** with an Approved Budget for the Contract (ABC) of **Php 679,066.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot. Quotations received exceeding the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name* <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
LOT 1 EQUIPMENT (ICT)								
1	Wifi Duplex Wide Format all-in One ink Tank Printer, Printer Type: Print, Scan, Copy, Fax with Automatic Document Feeder System Print Method: Ink-jet System or equivalent energy saving printer method system Print Direction: Bi-directional printing Colors Consumable Utilized: at least 4 colors (Black, Cyan, Magenta, Yellow) Maximum Resolution: At least 4800x1200 dpi Has the capability on automatic 2-sided printing for at least A4 sized paper Capable of Borderless printing Printing Speed and copying follows ISO Standards or equivalent international standards Capable of enlarging and reducing Images when used as a copier Capable of copying a Legal sized paper		3	pcs	32,500.00	97,500.00		

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	<p>Copy resolution at least 600x600 dpi Has a flatbed color image scanner Optical resolution for scanning at least 1200x2400 dpi Maximum scan area at least 216mm x 356mm Capable of Black text and Color fax function Can accommodate up to size A3 paper Has available application supports from the manufacturer Supported OS: up to the latest versions of Mac OS and Windows Capable of USB, ethernet, Wifi, LAN Interfaces With at least 1 year warranty</p>						
2	<p>Branded Laptop Computers, Processor : at least 6 cores and 12 threads, turbo frequency at least minimum 3GHz, maximum at least 4GHz, 16mb cache Memory: 8GB RAM Hard Drive: 1TB SSD, partitioned for systems and file backup OS: Pre-installed Win11 Pro 64Bit Webcam : Integrated HD 720p Display : at least 15 inch FHD 1920x1080 resolution LAN : Gigabit 10/100/1000 Bluetooth : Latest Bluetooth Technology Battery : Li-ion Battery life at least 8 hours Adaptor : AC Adapter Port: Type-C</p> <p>with Num-lock keys, With Energy Star 8.0 Rating, With Top Load Carrying Case or Backpack, 3 Years warranty on parts and services, 1-year warranty on battery.</p>		2	pcs	70,000.00	140,000.00	
3	<p>Photocopier & Scan Copier Machine with Toner, Minimum Main Specifications: Capable to Copy, Print, Scan and Fax Writing Method: laser or equivalent technology With CPU, speed at least 500 MHz Print speed at least 18 cpm for one-sided and at least 11cpm for two-sided on A4 size Has a memory of at least 256 MB Can be functional in 18 seconds or lower Has multi-purpose trays and cassette for loading papers Capable of loading paper size from A6R to A3 Capable of printing to paper that weights at least 50 gsm to at most 160 gsm Copying resolution of 600x600 dpi or better Capable of reducing and/or enlarging the object from at least 30% to 4 times its original size Supported by Windows, OS, Mac OS and</p>		2	pcs	73,346.00	146,692.00	

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	Linux Capable of connecting via USB and Ethernet Capable of scanning in full color, grayscale or monochromatic Has various color and monochromatic resolutions in scanning Capable of saving a scanned object in various file formats Can support various file transfers Has a standard transmission speed of at least 33.6 kbps for fax Has various fax resolution settings Capable of saving fax numbers thru a one touch dial At least 1 year warranty							
DELIVERY TERM FOR LOT 1: Within Sixty (60) calendar days upon the receipt of Notice to Proceed.								
LOT 2 SUPPLIES								
4	HP 680 Cartridge (Black) (GENUINE), - Ink Cartridge - Black		100	pcs	600.00	60,000.00		
5	HP 680 Cartridge (Tri-Color) (GENUINE), - Ink Cartridge		70	pcs	650.00	45,500.00		
6	HP 682, - Ink Cartridge - Black		100	pcs	600.00	60,000.00		
7	HP 682 tri-colored, - Ink Cartridge		70	pcs	650.00	45,500.00		
8	Epson Ink Black #003, - Ink Bottle (Genuine)		40	pcs	318.50	12,740.00		
9	Epson Ink Black #664, - Ink Bottle (Genuine)		40	pcs	318.50	12,740.00		
10	kyocera TONER, (TK-4109) - Boxes		2	box	13,187.00	26,374.00		
11	2 x 3 ft Whiteboard with Aluminum Frame		1	pcs	2,500.00	2,500.00		
12	4 x 5 ft whiteboard with aluminum frame and stand		2	pcs	6,500.00	13,000.00		
13	Computer Keyboard & Mouse, - USB Type Optical Mouse - 350 pesos each - USB Keyboard - 850 pesos each		10	set	1,200.00	12,000.00		
14	Branded Extended Hard Drive, - At least 1TB Capacity USB Powered Has Backup Utility Originally given by the manufacturer Has LED activity indicator Fast data transfer that supports at least USB 3.0 connectivity Supported by Windows, MacOS or Linux With at least 1-year warranty		1	pcs	3,420.00	3,420.00		

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15	USB 64GB		2	pcs	550.00	1,100.00		
DELIVERY TERM FOR LOT 2: Within Thirty (30) calendar days upon the receipt of Notice to Proceed.								
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total	679,066.00		

**Indicate the BRAND NAME and its specific MODEL to be offered or attach a BROCHURE for the offered item; items such as equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract)
- **PhilGEPS Registration Number**
- **Income Tax Returns** (Annual Income Tax Return of the preceding tax year) OR Business Tax Returns (Value Added Tax or Percentage tax return covering the previous six months)¹
- Accomplished and notarized **Omnibus Sworn Statement**
([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
- **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [to be submitted upon delivery]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [to be submitted upon delivery].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph

¹Sections 3.2 and 3.3 of Revenue Regulation No. 3-2005.








ATTY. PONCE MIGUEL D. LOPEZ
Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation and its Terms of Reference (if any). I further certify that the products to be delivered will conform to the specifications stated in the Item Description and I hereby agree to the Terms of Delivery indicated in the submitted form.

Conforme:

_____ Signature over Printed Name	_____ Position
Duly authorized to sign quotation/offer for and on behalf of _____ (Please indicate Company Name)	

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