



REQUEST FOR QUOTATION

Date: 24 March 2023

RFQ No.: R1 100-23-01-027

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 Photocopier Machine and Mechanical Typewriter for the SK President Office** with an Approved Budget for the Contract (ABC) of **Php 355,000.00**, 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 that shall be awarded as one contract. 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
1	PHOTOCOPIER MACHINE, <ul style="list-style-type: none">- Capable to copy, Print, Scan, and Fax- Writing Method: Laser or equivalent technology- CPU: at least Dual core 1.2 GHz- With print speed of at least 24 ppm for monochromatic and color- Scanning speed of at least 50ipm for one-sided and 16 for two-sided- with standard memory of at least 1.5GB- with second storage of at least 32GB SSD- Capable of warming up of at most 30 seconds to function- Can handle papers via cassette or multi-purpose trays- Capable of handling paper sizes of A5R to A3 even on duplex printing and fax- Can properly function with paper that weighs within 60gsm-256gsm- Output capacity of at least 240 sheets with job separator- Has Control Panel screen to monitor the copier activity.- Copy resolution at least 600x600 dpi; printing resolution has an option for 1200x1200 dpi- Can reduce object at 25% or smaller and enlarge up to 400% or greater in copying		1	set	290,000.00	290,000.00		

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

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	<ul style="list-style-type: none"> - Supports various file transfer protocols in Windows and Mac settings - Supported by Windows OS, MAC OS and Linux - Has Several interfaces through wire and wireless - Capable of printing several image format files via USB - Supported by the manufacturer's application for printing functions. - Capable of scanning colored, gray scale, Black, and White. - Supports several scanning resolutions minimum of 200 dpi - capable of several output scanning formats - Capable of Transmitting scanned outputs via network of workstations, email, USB storage devices or more - Fax transmission speed of at least 33.6 kbps, cable of network fax - At least 1 year warranty 							
2	Photocopying Machine Toner Set, <ul style="list-style-type: none"> - Supplies needed by the copier specified in item no. 1 - Color: 2 Black, 1 Cyan, 1 Magenta, 1 Yellow 		5	set	2,000.00	10,000.00		
3	MANUAL TYPEWRITER, <ul style="list-style-type: none"> - At least 15-to-24-inch carriage - At least 44 to 46 keys keyboard - Line spacing of 1/1.5/2/2.5/3 - Philippine Keyboard (peso sign and ñ) - Tabulator (Tab Set) - Selection of red or black ribbon or stencil - With carriage paper support 		1	set	55,000.00	55,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total	355,000.00		
DELIVERY TERM: Within Thirty (30) calendar days upon the receipt of Notice to Proceed.								

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

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ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

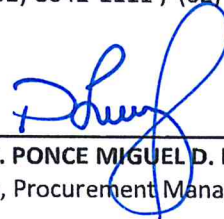
- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*)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



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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