



REQUEST FOR QUOTATION

Date: 28 March 2023

RFQ No.: 100-23-02-289

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 for the Bantay Pasig Division – Peace and Order Department** with an Approved Budget for the Contract (ABC) of **Php 50,400.00**, 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
	COPIER MACHINE							
1	COPIER MACHINE-, - capable of host-based printing, copying and scanning Printing method: laser or Equivalent has at least 256 MB of memory - Resolution: at least 1800X600 dpi in Printing, at least 600X600 in scan or copy. - copy and print speed of 3 seconds per copy or faster at size A4. - Scan speed of 3 seconds per image or faster on monochrome at size A4. - Capable of copying and printing from A6 to A3 or more paper sizes in its original set up. - capable of economical copy mode and ID card copying. - capable of reducing the image to be printed or copied to at least 25%.		1	unit	50,400.00	50,400.00		

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



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<ul style="list-style-type: none"> - capable of enlarging image to be printed or copied to at least 400%. - capable of various connection interfaces for printer sharing. - support several copy functionalities such as scan and copy, auto-sorting, automatic cassette changes when a tray runs out of paper, and other functionalities. - support various file type outputs in scanning. - support several scanning output transfer functionalities such as direct-to-email, to-network or TWAIN scanning. - Support USB, LAN, and other interfaces. - Support by manufacturer's application/s that optimize the printer functionalities. - Supported by windows OS, Mac, Unix OS, Linux OS. - with printer maintenance kit. - with at least 1 year of parts replacement free for charge or up to 150,000 duty cycles (print, scan,), whichever comes first. - with warranty on accessories for at least 1 year. - the installation will be taken care of by the supplier. - the supplier will provide training on the proper use of the unit to end-users. with free repair service for at least two (2) years and if the unit required prolonged service, the supplier shall install a back-up unit. 									
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.	Total	50,400.00							
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**

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- **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):

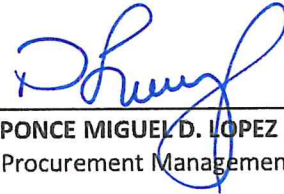
- Certificate of Product Registration;
- Certificate of Good Manufacturing Practice;
- License to Operate;
- Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [to be submitted upon delivery]; and
- Certificate of Analysis (*for anesthesia and antibiotics*) [to be submitted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

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

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