



REQUEST FOR QUOTATION

Date: 29 March 2023

RFQ No.: 100-23-02-598

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 Digital Duplicator Machine for the Procurement and Materials Management – Pasig City Children’s Hospital** with an Approved Budget for the Contract (ABC) of **Php 500,000.00**, 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	Digital Duplicator Machine (with initial consumables Black Ink & Master roll and Pedestal), Type Floor Stand Model Master Making method thermal digital master making Resolution Scan 600dpix600dpi Print: minimum 300dpix600dpi-600dpix600dpi Document Size Maximum 297mm x 432mm Paper Size MAX 320mm x 450mm MIN 100mm x 148mm Image area at least 290mm x 432mm Feeder / Stacker capacity 1,500 sheets Paper weight Minimum 45gsm Maximum 210gsm Operation Panel color touch panel Zoom 50 ~ 500% Image modes Text, Photo, Text/Photo (2 types), Pencil, Screen (2 types), Graphic Print speed Minimum 45ppm Maximum 200ppm Method of ink supply Fully automatic Master feeding and ejecting Interface USB 2.0 Hi-speed *Ethernet* (1000BASE-T/100BASE-TX/10BASE-T) USB cable length must be 3 m or shorter. Compatible OS Windows 8.1 (32bit/64bit), Windows 10(32bit/64bit)		1	unit	500,000.00	500,000.00		

<p>Quick Master Making, Online Direct Printing, Automatic Turn Off, Master Length Adjustment, Automatic reset, Automatic sleep setting, Confidential safe guard, Economy Ink saver, Book shadow Erasure, Document density detection. Power consumption 100-240v, 50/60Hz, 3.6-1.5A Energy saving min. 5.0w - max. 6.8w</p> <p>SERVICE WARRANTY: Lifetime warranty, which includes monthly regular preventive maintenance</p>					
<p>Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.</p>	Total	500,000.00			
<p>DELIVERY TERM: Within Ninety (90) calendar days upon the receipt of Notice to Proceed.</p>					

**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.

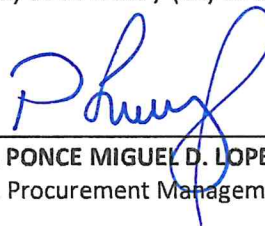
¹Sections 3.2 and 3.3 of Revenue Regulation No. 3-2005.

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

 (02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

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)

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

 (02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *
 pasigcity.gov.ph




TERMS OF REFERENCE

1. The supplier shall deliver the unit within 90 days upon receiving the approved Purchase Order and Notice.
2. Supplier shall ensure that the unit is appropriately and safely delivered to Pasig City Children's Hospital to avoid physical damage, breakage or corrosion.
3. Following deliverables are the expected from the supplier:
 - a. Supply the office equipment as per specification
 - b. Proper installation of office equipment, free of charge.
 - c. Orientation on operating/handling procedure and safety measure to concerned staffs.
 - d. Maintenance or replacement of every equipment, in case of problems after sales as per warranty.
 - e. Submit one-year warranty certificate for parts of Digital Duplicator during the delivery
4. Payment terms: 45 days upon completion of delivery

Prepared by,


Ruth Joy R. Paredes, MBA
OIC- Procurement and Materials Management Section

 (02) 8643-2222

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Brgy. Kapasigan, Pasig City 1600 Philippines