



REQUEST FOR QUOTATION

Date: 01 April 2023
RFQ No.: R1 100-23-01-197

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 Spare Parts for the Existing Gestetner Machine for the Central Supply Management Division – General Services Office with an Approved Budget for the Contract (ABC) of **Php 699,100.00**, 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 (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
SUPPLY, DELIVERY AND INSTALLATION OF THE FOLLOWING Spare parts for MP2555 Gestetner								
1	OPC DRUM, - FOR MP2555 GESTETNER		15	piece/s	14,610.00	219,150.00		
2	DEVELOPER FOR, - FOR MP2555 GESTETNER		4	piece/s	5,121.00	20,484.00		
3	CLEANING BLADE, - FOR MP2555 GESTETNER		15	piece/s	655.20	9,828.00		
4	FUSING SLEEVE, F - OR MP2555 GESTETNER		1	piece/s	26,186.72	26,186.72		
5	Pressure Roller, - FOR MP2555 GESTETNER		1	piece/s	7,677.60	7,677.60		
6	PAPER FEED BELT, - FOR MP2555 GESTETNER		6	piece/s	1,349.04	8,094.24		
7	COLLECTION BOTTLE ASSY, - FOR MP2555 GESTETNER		6	piece/s	1,686.72	10,120.32		
8	PAPER FEED ROLLER PICK UP, - FOR MP2555 GESTETNER		6	piece/s	331.52	1,989.12		
9	PAPER FEED ROLLER FEED, - FOR MP2555 GESTETNER		6	piece/s	628.88	3,773.28		
10	PAPER FEED ROLLER SEPARATE, - FOR MP2555 GESTETNER		6	piece/s	553.66	3,321.96		
Spare Parts for DD3344 Gestetner Machine								
11	PAPER FEED ROLLER, - FOR DD3344 GESTETNER		32	piece/s	3,561.04	113,953.28		
12	SEPARATOR PAD, - FOR DD3344 GESTETNER		16	piece/s	2,610.72	41,771.52		



13	PRESSURE ROLLER ASSEMBLY, - FOR DD3344 GESTETNER		4	piece/s	13,597.36	54,389.44		
14	CLOTH SCREEN, - FOR DD3344 GESTETNER		1	piece/s	9,544.08	9,544.08		
15	Drum Drive Gear, - FOR DD3344 GESTETNER		3	piece/s	1,145.00	3,435.00		
16	FLANGE DRUM FOR, - FOR DD3344 GESTETNER		3	piece/s	3,398.64	10,195.92		
17	CUTTER UNIT, - FOR DD3344 GESTETNER		3	piece/s	16,794.96	50,384.88		
18	METAL SCREEN, - FOR DD3344 GESTETNER		4	piece/s	26,200.16	104,800.64		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		699,100.00			
DELIVERY TERM: Staggered for One (1) Year								

**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)

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