



## REQUEST FOR QUOTATION

Date: 08 May 2023  
RFQ No.: 100-23-01-130

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 Photocopying Machine - YDC** with an Approved Budget for the Contract (ABC) of **Php 76,500.00**, 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 each total Cost per Item and/or 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	<b>Photocopying Machine,</b> - Digital color copier which is also capable of color scanning, printing and fax through a network Printing/Copying Method: Laser or Equivalent Has at least 512MB of memory capacity Has at least 800 MHz of printer processor Resolution of at least 1200x1200 dpi in copying and printing, at least 600x600 dpi in scanning Copy and Print Speed: At least 3 seconds per copy or faster at size A4 Capable of finishing for at least 65,000 duty cycles a month Scan Speed: At least 2 seconds per image or faster on monochrome and/or 3 seconds or faster on color at size A4 Capable of copying and printing from A6 to Legal or more paper sizes in its original setup Capable of reducing the image to be printed or copied to at least 25%		1	unit	76,500.00	76,500.00		



<p>Capable of enlarging image to be printed or copied to at least 400%</p> <p>Capable of various connection interfaces for printer sharing</p> <p>Support several copy functionalities such as scan and copy, auto-sorting, automatic cassette change when a tray runs out of paper, and other functionalities</p> <p>Support various file type outputs in scanning</p> <p>Support several scanning output transfer functionalities such as direct-to-email, to-network, or TWAIN scanning and other relevant functionalities</p> <p>Supports USB, LAN, and other interfaces</p> <p>Supported by manufacturer's application/s that can optimize the printer functionalities</p> <p>Has a fax modem speed of at least 33.6kbps</p> <p>Supported by Windows OS, Mac OS, Unix OS, Linux OS</p> <p>With printer maintenance kit</p> <p>With at least 1 year of parts replacement free of charge or up to 100,000 duty cycles (print, scan, copy), whichever comes first</p> <p>With a warranty on accessories for at least 1 year</p> <p>The installation will be taken care of by the supplier</p> <p>The supplier will provide training on the proper use of the unit to end-users</p> <p>With free repair service for at least two (2) years and if the unit required prolonged service, the supplier shall install a backup unit</p>					
<p><b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.</p>		<p><b>Total</b></p>	<p><b>76,500.00</b></p>		
<p><b>DELIVERY TERM:</b> Within Fifteen (15) 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). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPs Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

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

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

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In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
  2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- 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), 4<sup>th</sup> 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, 4<sup>th</sup> Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

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](mailto: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, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.**

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**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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