



REQUEST FOR QUOTATION

Date: 18 May 2022
RFQ No.: 100-23-04-777

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 Copier Machine - HRDO** with an Approved Budget for the Contract (ABC) of **Php 845,000.00**, 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 each total Cost per Item and/or 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
1	Digital Copier, - Digital copier which is capable of color scanning, printing and fax Printing Method: laser or equivalent, capable of optimizing the capability of this multifunction Peripheral for cost-effective operations With engine speed of at least 40 pages for A4, 21 pages per minutes for A3 Capable of loading paper sizes from A6R to A3 Resolution of at least 600x600 dpi (scan/copy), with a provision for higher resolution up to 1200x1200 dpi Memory of at least 8GB RAM, with provisions of 8GB SSD and standard 320GB HDD Paper capacity of at least two 500 sheets universal cassette and 100-sheet multi-purpose tray Supports several copy functionalities such as scan and copy, page numbering, interrupt copy, automatic cassette		2	unit	422,500.00	845,000.00		





	<p>change, skip black page and other functionalities Supports several scanning output transfer functionalities such as direct-to-email, to network TWAIN scanning, etc. Supports USB 2.0 (Hi-Speed), LAN and WIFI and other interfaces Must be supported by up to the latest versions of Windows OS and Mac OS With at least 1 year of parts replacement or up to 600,000 duty cycles (print, scan, copy)v whichever comes first With at least 1 year warranty on accessories The installation and end-user training will be taken care of by the supplier The supplier will provide training on the proper use of the unit to end-user With repair service for at least (2) years and if the unit required prolonged service, the supplier shall install a backup unit.</p> <p>- SEE ATTACHED TERMS OF REFERENCE</p>					
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total	845,000.00		
DELIVERY TERM: Please refer to the Terms of Reference.						


**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, 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).
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.

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

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

 pasigcity.gov.ph

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.

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



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.



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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TERMS OF REFERENCE

Procurement of Digital Copier

Procurement of 2 units Digital Copier	Minimum Requirements
1. Estimated Budget	P 845,000.00
2. Scope	<ol style="list-style-type: none">Delivery of Digital Copier Digital copier which is capable of color scanning, printing and fax Printing Method: laser or equivalent, capable of optimizing the capability of this multifunction Peripheral for cost-effective operations With engine speed of at least 40 pages for A4, 21 pages per minutes for A3 Capable of loading paper sizes from A6R to A3 Resolution of at least 600x600 dpi (scan/copy), with a provision for higher resolution up to 1200x1200 dpi Memory of at least 8GB RAM, with provisions of 8GB SSD and standard 320GB HDD Paper capacity of at least two 500 sheets universal cassette and 100-sheet multi-purpose tray Supports several copy functionalities such as scan and copy, page numbering, interrupt copy, automatic cassette change, skip blank page and other functionalities Supports several scanning output transfer functionalities such as direct-to-email, to network TWAIN scanning, etc. Supports USB 2.0 (Hi-Speed), LAN and Wifi and other interfaces Must be supported by up to the latest versions of Windows OS and Mac OS With at least 1 year of parts replacement or up to 600,000 duty cycles (print, scan, copy) whichever comes first With at least 1 year warranty on accessories The installation and end-user training will be taken care of by the supplier The supplier will provide training on the proper use of the unit to end-user With repair service for at least (2) years and if the unit required prolonged service, the supplier shall install a backup unit.
3. Support, Assistance and Warranty	<ol style="list-style-type: none">Supplier shall be the one to install the digital copier machineShall train 3 assigned personnel on the detailed mechanics of the machine and within 7 days from delivery of the units.Shall have 24/7 assistance (for Repair service for two (2) years.Replacement of spare parts for one (1) year or up to 600,000 duty cycles whichever comes first.One (1) year warranty for accessories from date of delivery.
4. Delivery	Delivery of the Digital Copier units shall be within 30 days from the date of Notice to proceed



	Installation of the machines shall be within the day from the date of delivery of the units.
5. Payment	One-time payment shall be made upon the issuance by the HRDO of the Certificate of Acceptance of the Machines
6. Cost Breakdown	Digital Copier P422,500.00/unit x 2 units Installation and Training of Personnel: Free of charge Total Price : P845,000.00

Prepared by:

ELVIRA R. FLORES, MNSA, CESE

City Human Resource Development Officer