



## **REQUEST FOR QUOTATION**

Date: 05 July 2023 RFQ No.: 100-23-02-345

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 Various Office Supplies and Equipment - PLP with an Approved Budget for the Contract (ABC) of Php 901,000.00, 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.

				Approved Budget		Price Offer		
Item No.	Item Description	Brand Name (PLEASE DO NOT LEAVE BLANK)	QTY	иом	Unit Cost	Total Cost	Unit cost	Total Cost
1	Digital Copier Machine,		4	unit	55,000.00	220,000.00		
	<ul> <li>Digital color copier which is capable of</li> </ul>						31	
	color scanning, printing, and fax				×			
	Printing technology: laser or equivalent		ļ		,			,
	Printing speed of at least 23/11 cpm						10	
	Has at least 256MB memory capacity							
	Capable of copy/scan resolution of at							
	least 600x600 dpi							
	Capable of printing to various paper							
	sizes, up to A3			,		!		 
	Must have an ID copy feature							
	Capable of at least 30,000 duty cycles per month							
	Capable of enlarging/reducing images							
	Supports at least USB and Local area							
	network (LAN) for standard		,	ļ	]	ļ	ļ	ļ
	connectivity			1				
	Must be supported by the latest version	,						
	of Windows OS and Mac OS					and the state of t		
	With at least 1 year of parts							
	replacement free of charge or up to							
	150,000 duty cycles (print, scan, copy),						1	
	whichever comes first.							
	With a warranty on accessories for at			1		!	!	



							,	,
	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 repair service for at least two (2)							
i	years and if the unit required prolonged					i I	ĺ	í
	service, the supplier shall install a							
	backup unit.							
-					62,000,00	272 000 00		
2	Multifunctional Digital Printer,		6	unit	62,000.00	372,000.00		
	<ul> <li>Digital color copier which is capable of</li> </ul>							
- ]	color scanning, printing, and fax	,					,	]
	Printing technology: laser or equivalent							
	Printing speed of at least 21/21 ppm							
	Has at least 512MB standard, Max.							
	1,536MB general memory							
	Capable of print/copy resolution of at							
	least 1200 dpi at half speed							
ľ	Capable of printing to various paper			1		<u> </u>	Í	ĺ
	sizes, up to A4							
	Capable of input capacity of at least							
	2500 sheet tray							
	Capable of zoom range of at least 25-							
			- 4					
}	400%							}
	Supports at least USB, Local area					=		
	network (LAN), WLAN, and Wifi direct							
	for standard connectivity With at least							
	1 year of parts replacement free of							
	charge or up to 150,000 duty cycles							
	(print, scan, copy), whichever comes							
ĺ	first.	ĺ	ĺ	í			ĺ	í í
1	With a warranty on accessories for at							
	least 1 year							
	The installation will be taken care of by							
1	the supplier							
	The supplier will provide training on the							
-	,	-						}
	proper use of the unit to end-users							
	With repair service for at least two (2)							
	years and if the unit required prolonged							
	service, the supplier shall install a							
	backup unit.							
3	Android Smart LED TV 65" with Heavy Duty		6	unit	51,500.00	309,000.00	,	, ,
ĺ	Bracket,	. 1	ĺ	ĺ	1		-	ĺĺ
	<ul> <li>Android Smart TV</li> </ul>			1				
	- Slim type design							
	- Connectivity - Internet, WIFI and	1		1				
	Bluetooth							
	- Ports - at least 2 USB & 2 HDMI ports							
{	- Resolution - at least 4K Ultra HD (3840 x	,	;	i			; 	, ,
	2160)							
				1				
	- Special features: with built-in chrome							
	cast, Google apps ready							
	( TV assistant, play store), USB support							
,	for music &		ļ	,			,	, ,
	video format files	ĺ		- 1				
	<ul> <li>with 5 mtrs HDMI cable</li> </ul>							
1	<ul> <li>2 years warranty</li> </ul>							
	Bracket Specification:							
;   	video format files - with 5 mtrs HDMI cable							
	Bracket Specification:							

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

<ul> <li>Installation service of bracket and TV</li> <li>Heavy duty LCD TV bracket</li> <li>Swivel type TV wall mounted for 32</li> <li>70" flat pannel TV up to 40kgs.</li> <li>Up / down 15 degrees, left / right 120 degrees</li> </ul>			
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.	Total	901,000.00	

DELIVERY TERM: Within Thirty (30) calendar days upon the receipt of Notice to Proceed.

\*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:

- 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)
- 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].

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

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

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,  $4^{th}$  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 <a href="mailto:bidsandawards@pasigcity.gov.ph">bidsandawards@pasigcity.gov.ph</a>

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.

Position
Please indicate Company Name)