



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 **Pnp 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.


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 Copier Machine, - Digital color copier which is capable of color scanning, printing, and fax Printing technology: laser or equivalent Printing speed of at least 23/11 cpm 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 connectivity Must be supported by the latest version of Windows OS and Mac OS With at least 1 year of parts replacement free of charge or up to 150,000 duty cycles (print, scan, copy), whichever comes first. With a warranty on accessories for at		4	unit	55,000.00	220,000.00		

	<p>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) years and if the unit required prolonged service, the supplier shall install a backup unit.</p>							
2	<p>Multifunctional Digital Printer,</p> <ul style="list-style-type: none"> - Digital color copier which is capable of 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 Capable of printing to various paper sizes, up to A4 Capable of input capacity of at least 2500 sheet tray Capable of zoom range of at least 25-400% 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 first. With a warranty on accessories for at 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) years and if the unit required prolonged service, the supplier shall install a backup unit. 	6	unit	62,000.00	372,000.00			
3	<p>Android Smart LED TV 65" with Heavy Duty Bracket,</p> <ul style="list-style-type: none"> - Android Smart TV - Slim type design - Connectivity - Internet, WIFI and Bluetooth - Ports - at least 2 USB & 2 HDMI ports - Resolution - at least 4K Ultra HD (3840 x 2160) - Special features: with built-in chrome cast, Google apps ready (TV assistant, play store), USB support for music & video format files - with 5 mtrs HDMI cable - 2 years warranty <p>Bracket Specification:</p>	6	unit	51,500.00	309,000.00			

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



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	<ul style="list-style-type: none"> - Installation service of bracket and TV - Heavy duty LCD TV bracket - Swivel type TV wall mounted for 32 - 70" flat pannel TV up to 40kgs. - Up / down 15 degrees, left / right 120 degrees 					
Note: 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:

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].

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