



REQUEST FOR QUOTATION / INVITATION FOR NEGOTIATION **NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS**

Date: 01 September 2023

RFQ No.: 100-23-08-1889

1. The CITY GOVERNMENT OF PASIG, through the Bids and Committee (“BAC”), has a procurement project for the Supply and Delivery of Various Office Equipment – Sangguniang Panlungsod with an Approved Budget for the Contract (“ABC”) of One Million Two Hundred Ninety-Two Pesos (Php 1,292,000.00).
2. A complete set of the Request for Quotation (“RFQ”) may be acquired by interested bidders upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines on issued by the GPPB, in the amount of **Five Thousand Pesos (Php 5,000.00)**.
3. Bidders, except those who have previously participated in any of the last two (2) failed, are required to pay the applicable fee for the sale of RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotation.
4. The procurement will be conducted through **Negotiated Procurement – Two Failed Biddings** in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (“IRR”) of Republic Act No. 9184 (“R.A. No. 9184”).
5. The project shall be awarded as one project that shall be awarded as one contract. Quotations received in excess of the ABC shall be rejected.
6. Interested bidders may obtain further information from the Procurement Management Office at the address given below during office hours, Monday to Friday, from 8:00 A.M. to 5:00 P.M.
7. The schedule of activities are as follows:

ACTIVITIES	SCHEDULE
Advertisement/Posting of Request for Quotation	01 September 2023
Negotiation	04 September 2023 at 10:00 AM 7 th Floor Meeting Room, Pasig City Hall, Caruncho Avenue, San Nicolas, Pasig City

8. Quotations submitted after the scheduled submission of quotations shall not be accepted.

9. Interested bidders shall submit the following documents in a sealed envelope addressed to the “Bids and Awards Committee, 4th Floor, Pasig City Hall” and properly marked with the project title, name of bidder, address of the bidder, and contact details of the bidder:
 - Valid PhilGEPS Certificate of Registration and Platinum Membership
 - Mayor’s Permit (or 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)
 - Latest Income Tax Return for the preceding Tax Year, whether calendar or fiscal
 - Omnibus Sworn Statement supported by an attached document showing proof of authorization, i.e. duly notarized Secretary’s Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney, in case of Sole Proprietorship
 - Duly accomplished Request for Quotation

10. Award of contract shall be made to the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods and infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services).

11. To guarantee the faithful performance of the winning bidder’s obligation, it shall post a Performance Security prior to the signing of the contract, in accordance with any of the following forms prescribed in Section 39.2 of the 2016 Revised IRR of R.A. No. 9184.

12. The Performance Security shall remain valid until issuance by the City Government of Pasig of the Certificate of Final Acceptance (Certificate of Completion). The Performance Security may be released after the issuance of the Certificate of Final Acceptance (Certificate of Completion), subject to the conditions stipulated in Section 39.5 of the 2016 Revised IRR of R.A. No. 9184.
13. The **CITY GOVERNMENT OF PASIG** reserves the right to reject any and all proposal/s, cancel or terminate the conduct of procurement activities, or not award the contract in accordance with Sections 35.6 and 41 of the IRR of R.A. No. 9184, without thereby incurring any liability to the affected bidder or bidders.
14. For any clarification, you may contact us at telephone no. (02) 8641-1111 loc. 1461 or send us an email at bidsandawards@pasigcity.gov.ph



ATTY. PONCE MIGUEL D. LOPEZ
Officer in Charge, Procurement Management Office

REQUEST FOR QUOTATION

Date:

RFQ No.: 100-23-08-1889

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number : _____

Item No.	Item Description	Brand Name <i>(indicate the "BRAND" be offered, or the manufacturer's name)</i>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit Cost	Total Cost
1	PRINTER Wifi duplex all-in-one printer automatic document feeder print, scan, fax inkjet printer method technology or equivalent Maximum Resolution: at least 4800 x 1200 dpi Can perform automatic 2-sided printing for at least size A4 Print Speed: compliant with ISO 29183 and ISO 24734 or equivalent		30	unit	30,000.00	900,000.00		

PASIG BIDS AND AWARDS COMMITTEE

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

	<p>international standard</p> <p>Maximum Copy Size: at least legal (8" x 14")</p> <p>Copy Resolution at least 600 x 600 dpi</p> <p>Copying Standards: compliant with ISO 29183 and ISO 27435 or equivalent international standards</p> <p>Scanning Optical Resolution at least 1200 x 2400 dpi</p> <p>Maximum Scan area at least 216mm x 297mm</p> <p>ADF: Supports at least 64gsm paper thickness capable of black and color fax</p> <p>Can handle maximum paper size at least 8.5" by 47.24"</p> <p>Can handle paper sizes from C6 to legal size or more supported by windows 10 or latest version and a MAC OS supported</p> <p>USB interface can be shared via Ethernet and Wi-Fi</p>							
2	<p>PHOTOCOPIER</p> <p>With processor speed of at least 800MHz</p> <p>Capable of finishing a copy and print duty in</p>		4	Unit	98,000.00	392,000.00		

<p>less than 2 seconds for a standard size A4</p> <p>Copy/print/scan resolution of at least 600 x 600 dpi</p> <p>Capable of copying and printing from A6 to legal or more paper sizes in its original set up</p> <p>Capable of completing at least 50,000 duty cycles a month</p> <p>Capable of various connection interfaces for printer sharing</p> <p>Capable of duplex printing</p> <p>Supports several copy functionalities such as scan and copy, auto-sorting, automatic cassette change when tray runs out of paper, and other functionalities</p> <p>Capable of supporting several network protocols for printer network sharing</p> <p>Supports various file type output in scanning</p> <p>Supports several scanning output transfer functionalities such as direct-to-email, ro-network, TWAIN scanning, etc.</p>							
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Supports USB LAN, and other interfaces Supported by manufacturer's application/s that can optimize the printer functionalities Supported by Windows OS, Mac OS, Unix OS, Linux OS, With a least 1 year of parts replacement free of charge or up to 100,000 duty cyclea (print, scan, copy), whichever comes first With warranty on accessories for at least 1 year						
Total					1,292,000.00	

Note: The prices per item in the total price offer (regardless if the project is considered as one contract or several lots) must not exceed the approved unit price per item.

DELIVERY TERM: Within 60 calendar days upon issuance of Notice to Proceed, but not to exceed Dec. 31, 2023

DELIVERY PLACE: OGS Warehouse, Sto. Tomas, Pasig City

PAYMENT TERM: Within 45 days after completion of delivery and inspection and acceptance by the Procuring Entity as evidenced by a Certificate to that effect

I hereby certify that the products to be delivered will conform to the specifications stated in the Item Description and provisions in the Terms of Reference, if any, 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)

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE
PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by**

relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working

Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the

Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20____ at

_____, Philippines.

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]