



REQUEST FOR QUOTATION

Date: 03 October 2023

RFQ No.: 100-23-08-1928

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 1 Unit of Digital Copier – Pasig City Library** with an Approved Budget for the Contract (ABC) of **Php 100,000.00**, 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 | COPIER MACHINE, <ul style="list-style-type: none"> - capable of host-based printing, copying and scanning Printing method: laser or Equivalent has at least 256MB of memory Resolution: at least 1800 X 600 dpl in printing, at least 600X600 in scan or copy. - copy and print speed of 3 seconds per copy or faster size A4. - scan speed of 3 seconds per image or faster on monochrome at size A4. - capable of copying and printing from A6 to A3 more paper size in its original set up. - capable of economical copy mode and ID card copying. - capable of reducing the image to e printed or copied to at least 25%. -capable of enlarging image to be printed or copied to at least 400%. - capable of various connection interfaces for printer sharing. | | 1 | unit | 100,000.00 | 100,000.00 | | |


| | | | | | | |
|---|--|--------------|-------------------|--|--|--|
| | <ul style="list-style-type: none"> - support several copy of functionalities such as scan and copy, auto-sorting, automatic cassette change when a tray runs out of paper, and other functionalities. - support various file type out puts in scanning. - support several scanning output transfer functionalities such as deirect-to-email, to-network or TWAIN scanning. - support USB, LAN, and other interfaces. - support by manufactiurer's application/ s that optimize the printer funtionalities. - supported by windows OS, MAC, Unix, OS, Linux OS. - with printer maitenance kit. - with at least 1year of parts replacement free for charge or up to 150,000 duty cycles9 print scan, whichever comes first. - with warranty on accessories for at least 1 year. - the installation will be taken care of by the supplier. - the supplier will be provide training on the proper use of the unit to the end users. - with free repair service for at least tw(2) years and if the unit required prolonged service, the supplier shall install a back-up unit. | | | | | |
| Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any. | | Total | 100,000.00 | | | |
| DELIVERY TERM: Within Thirty (30) calendar days upon the receipt of Notice to Proceed but not to exceed 31 December 2023. | | | | | | |

**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.*

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



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

 pasigcity.gov.ph



TERMS OF REFERENCE

To meet and respond to the needs of 1 unit of **Copier Machine with 5 extra cartridge of toner**,

- Digital copier with GDI printing and color scanning copy and print speed of 20 copies per minutes,
- A4 zoom rang of 25 to 400%,
- Print resolution of fast 1200 dpi (1,800x600 dpi) warm up time 17:2 second or less,
- Original size, copy size and print size is from A6 up A3,
- Standard memory capacity is 256MB input paper capacity of 300 sheets universal paper and 100 sheets,
- Multi-purpose tray,
- Maintenance kit is up to 150,000 copies,
- Management codes up to a maximum of 10 codes,
- 10 print box with password compatible with windows,
- Macintosh, Linux,
- Optional reversing document processor with capacity of 50 sheets power consumption copying/printing 378w for reproducing documents.

CRESNORA GERTY P. PERALTA
OIC/LIBRARIAN II
Pasig City Library Learning Resource Center



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*].


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.

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



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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

SGD

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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