



## REQUEST FOR QUOTATION

Date: 09 October 2023  
RFQ No.: 100-23-05-855

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 Photocopier Machine – Ugnayan sa Pasig** 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	<b>Photocopier machine with toner,</b> <ul style="list-style-type: none"><li>- Photocopier Machine with Automatic Document Feeder</li><li>FUNCTION: Print, Scan and Copy</li><li>- With Automatic Document Feeder</li><li>- Copy and print speed: at least 21 ppm</li><li>- Warm-up time: at least 18 seconds or less</li><li>- Original size and copy size: from A5 up to A3</li><li>- Copy and print resolution: at least 600 x 600 dpi</li><li>- Standard memory capacity: at least 512MB</li><li>- Maximum duty cycle of at least 91,000 pages</li><li>- With Input paper capacity of at least bypass tray: 100 sheets and tray: 250 sheets</li><li>- Supports USB 2.0 LAN, and other interfaces</li><li>- Must be supported by up to the latest versions of Windows OS and Mac OS</li></ul>		1	unit	100,000.00	100,000.00		

	<ul style="list-style-type: none"> <li>- With at least 1 year of parts replacement free of charge or up to 91,000 duty cycles ( print, scan, copy), whichever comes first</li> <li>- With warranty on accessories for at least 1 year</li> <li>- The installation will be taken care by the supplier</li> <li>- The supplier will provide training on the proper use of the unit to end-users</li> <li>- With repair service for at least two (2) years, and if the unit required prolonged service, the supplier shall install a backup unit</li> </ul>						
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**Note:** Other terms and conditions are stipulated in the attached Terms of Reference, if any.

**Total** **100,000.00**

**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.*



**TERMS OF REFERENCE**

- A. **PROCUREMENT TITLE:**  
PHOTOCOPIER MACHINE with TONER
- B. **PROponent AND IMPLEMENTING AGENCY**  
Pasig City Government – Ugnayan Sa Pasig
- C. **REQUIREMENTS/SPECIFICATIONS**

Procurement of 1 UNIT Photocopier Machine w/toner	Minimum Requirements
I. ABC	PHP 100,000.00
II. <i>Scope</i>	<p>SUPPLY, DELIVERY OF 1 Unit of PHOTOCOPIER MACHINE with TONER</p> <p><i>Unit</i></p> <ul style="list-style-type: none"> <li>- Digital copier with printing, scanning, and copying</li> <li>- Copy and print speed: at least 21 ppm</li> <li>- Warm-up time: at least 18 seconds or less Original size and copy size: from A5 up to A3</li> <li>- Copy and print resolution: at least 600 x 600 dpi</li> <li>- Standard memory capacity: at least 512MB</li> <li>- Maximum duty cycle of at least 91,000 pages</li> <li>- With Input paper capacity of at least bypass tray: 100 sheets and tray: 250 sheets</li> <li>- Supports USB 2.0, LAN, and other interfaces</li> <li>- Must be supported by up to the latest versions of Windows OS and Mac OS</li> </ul> <p><b>OTHERS:</b></p> <ul style="list-style-type: none"> <li>- 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</li> <li>- With repair service for at least two (2) years, and if the unit required prolonged service, the supplier shall install a backup unit.</li> </ul>
III. <i>Warranty</i>	<ul style="list-style-type: none"> <li>- With warranty on accessories for at least 1 year.</li> <li>- With at least 1 year of parts replacement free of charge or up to 91,000 duty cycles (print, scan, copy), whichever comes first.</li> </ul>

Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila  
 Email: ugnayan@pasigcity.gov.ph | Fb: www.facebook.com/OfficialUgnayanSaPasig  
 Tel. No. # 643-1111 Local 1211, 1212, 1213 | Twitter: @UgnayanSaPasig

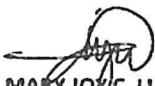



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IV. Delivery	Delivery of the PHOTOCOPIER MACHINE with TONER units shall be within 30 days from the date of Notice to proceed
V. Payment	Payment shall be process upon the issuance by the Ugnayan sa Pasig, of the Certificate of Acceptance of the PHOTOCOPIER MACHINE with TONER

Prepared by:   
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 Admin Aide III

Noted by:   
**MA. ROWENA R. DIMANLIG**  
 City Assistant Dept. Head II  
 Ugnayan sa Pasig/FOI




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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).

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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), 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<sup>th</sup> 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](mailto:bidsandawards@pasigcity.gov.ph)







ATTY. PONCE MIGUEL D. LOPEZ

Officer in Charge, Procurement Management Office

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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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