



REQUEST FOR QUOTATION

Date: 11 October 2023
RFQ No.: 100-23-08-1854

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 ICT Equipment and Office Supplies – Ugnayan sa Pasig** with an Approved Budget for the Contract (ABC) of **Php 117,800.00**, 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	4 in 1 Printer, <ul style="list-style-type: none">- COLORED A3 PRINTER- Digital color copier which is capable of color scanning, printing, and faxing with an Automatic Document Feeder (ADF)- Printing technology: Inkjet or equivalent- Must have at least 400 x 1 nozzles black, 128 x 1 nozzles per colour (Cyan, Magenta, Yellow)- Must have at least 4800 x 1200 dpi- Capable of at least borderless printing up to 4R- Printing speed at least 33.0 ppm / 20.0 ipm- Capable of printing to various paper sizes, up to A3- Must have copy speed of at least 11.5 ipm / 5.5 ipm- Must have maximum copy resolution of at least 600 x 600 dpi- Must have a maximum copy size of at least legal		2	unit/s	33,000.00	66,000.00		

	<ul style="list-style-type: none"> - Must have at least 35 sheets of paper capacity - Supports at least USB, LAN, Wifi direct, and Wifi network interfaces - Must be supported by the latest version of Windows OS and Mac OS - With at least 1 year warranty 							
2	Printer ink, <ul style="list-style-type: none"> - EPSON 001 Pigment BLACK Ink- C13T03Y100 		24	bottles	550.00	13,200.00		
3	Printer Ink, <ul style="list-style-type: none"> - EPSON 001 - MAGENTA Ink - C13T03Y300 		18	bottles	400.00	7,200.00		
4	Printer Ink, <ul style="list-style-type: none"> - EPSON 001 - YELLOW Ink - C13T03Y400 		18	bottles	400.00	7,200.00		
5	Printer Ink, <ul style="list-style-type: none"> - EPSON 001 - CYAN ink - C13T03Y200 		18	bottles	400.00	7,200.00		
6	Digital Voice Recorder, <ul style="list-style-type: none"> - OLED Display Expansion and Recording LED Internal memory of at least 4GB with microSD expansion S- Microphone with High Sensitivity Noise is reduced by using automatic voice recording must have USB Direct Connection without a Cable Linear PCM and MP3 records are Built-In Microphone Input at least 3.5 mm 3.5 mm Headphone Jack 		1	unit	10,000.00	10,000.00		
7	Computer speaker, <ul style="list-style-type: none"> - PMPO at least 3500 Watts with at least 40Hz-20KHz frequency response Tone Control for Bass and Treble Auxiliary Input:at least 3.5mm Jack (Jack to Jack Adaptor Included) USB, HDMI and optical inputs are all available must have Bluetooth with Remote Management Must have Equalizer Preferences With Power Supply at least 110V-230V 50Hz/60Hz 		1	unit	7,000.00	7,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		117,800.00			
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

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.

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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



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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