



REQUEST FOR QUOTATION

Date: 13 October 2023

RFQ No.: R7 100-23-07-1609

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 Materials (Lot 3) – Procurement Management Office** with an Approved Budget for the Contract (ABC) of **Php 176,336.00**, 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 grouped into several lots, which shall be awarded as separate contracts per lot. 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
	LOT 3							
5	Colored Printer, - Capable to print, scan, copy and fax with Automatic Document Feeder - Printing Method: Inkjet or equivalent energy-saving technology - Ink Technology: Dye Ink (variable-sized droplet technology, at least four colors: Black, Cyan, Magenta, Yellow) - Nozzle Configuration: at least 160 nozzles for black, minimum of 50 nozzles per color - Printing Resolution maximum of 5760 x 1440 dpi - Compliant with ISO/IEC or equivalent international standards when it comes to printing and copying needs - Maximum copying size: 8.5" x 14" (legal-sized paper) - Scanning speed of at least 200 dpi - Optical resolution minimum of 1200 x 2400 dpi - Maximum scan are: size A4		8	lot	17,000.00	136,000.00		

	<ul style="list-style-type: none"> - Capable of various output scan formats - Has page memory of at least 80 pages - Fax speed at least 3 seconds per page - Fax resolution of at least 200 x 200 dpi - Capable of various Fax features and functionalities - Automatic Document Feeder can accommodate and support at least 70-90 gsm thickness of paper - Capable of handling various paper sizes - Capable of various connection interfaces for printer sharing including USB and Wifi - Supports various cloud printing functionalities - Supported by manufacturer's application/s that can optimize the printer functionalities - With at least 1 year warranty 						
6	<p>Wifi Router,</p> <ul style="list-style-type: none"> - With processor of at least 1.5 GHz - With memory capacities of at least 256 MB flash and at least 512 MB RAM - At least supports the following network standards: IEEE 802.11a: up to 54 Mbps IEEE 802.11b: up to 11 Mbps IEEE 802.11g: up to 54 Mbps Wifi 4 (801.11n): up to 300 Mbps Wifi 5 (801.11ac): up to 1733 Mbps or 1024 QAM Wifi 6 (801.11ax): up to 574 Mbps for 2.4 GHz; up to 2402 Mbps for 5 GHz IPv4 IPv6 - Should have redundant antenna provisions for 2.4 GHz and 5 GHz operating frequencies - At least capable of following boost speeds: beamforming, orthogonal frequency division multiple access - 1024 QAM, 20/40/80/160 MHz bandwidth - With at least USB 3.0 and RJ45 Ports - With LED indicators to identify functionalities in connectivity and power - Supported with applications from manufacturer to optimize router performance - With at least 1 year warranty 		2	unit	10,000.00	20,000.00	
7	<p>HDMI Cable,</p> <ul style="list-style-type: none"> - HDMI 2.0 (both male ports) - HDCP Compliant - At least 5 meters long - Capable of transmitting up to 4K resolution - Can be connected to any HDMI 2.0 devices 		3	pcs	850.00	2,550.00	
8	<p>HDMI Splitter,</p> <ul style="list-style-type: none"> - HDMI 2.0 Standard 1 input and 2 outputs (female ports) - Must have a dedicated power adapter - Supports video output - Capable of supporting digital resolutions from 720p to 4k at 60 Hz - Supports wide screen projection 		1	unit	5,800.00	5,800.00	

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





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	<ul style="list-style-type: none"> - Maximum data transfer rate of at least 18 Gbps - Has LED indicators to check if ports are functioning - Capable of transmitting input signal to at least 5 meters cable length - With at least 1 year warranty 						
9	Micro SD Memory Card, <ul style="list-style-type: none"> - Has Read speed up to 200 MB/s and up to 90 MB/s Write speed - Featured specifications include Class 10, UHS Speed Class 3 (U3), A1, Video 30 (V30), 4K UHD and Full HD - Must be compatible with CCTV/action camera, phones, tablets 		5	pcs	1,231.00	6,155.00	
10	Wireless Microphone, <ul style="list-style-type: none"> - 2 microphones/dual microphone - With receiver (plug type: 6.35 mm) - 2 pcs. slip ring - 1 pc. 3.5 mm connector - Battery included for microphone and receiver - Plug and play - Compatible with any Bluetooth Speakers - Transmission distance: can be up to 20-50 meters - Warranty: at least 6 months 		2	set	1,656.00	3,312.00	
11	Wireless Presenter with Laser, <ul style="list-style-type: none"> - Built-in slideshow buttons - At least 50-foot effective range with 2.4 GHz wireless technology - Red or Green laser pointer with LED indicator - Plug-and-play, no software required - Storable receiver and carrying case - Battery-power indicator - On/Off switch or button 		1	pcs	2,519.00	2,519.00	
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		176,336.00		
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.*

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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).
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):

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