



REQUEST FOR QUOTATION

Date: 03 November 2023

RFQ No.: 100-23-07-1580

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 Equipment – Traffic and Parking Management Office** with an Approved Budget for the Contract (ABC) of **Php 384,192.00**, 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, which shall be awarded as separate contracts per item. 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
	COPIER MACHINE							
1	MULTI-PURPOSE DIGITAL COPIER, 1. Digital color copier which is capable of color scanning, printing, and fax. 2. Printing technology: laser or equivalent. 3. Capable of copy and print speed of at least 20 copies per minute, A4. 4. Capable of zooming range of at least 25% to 400%. 5. Must Have printer resolution of at least 1200 dpi (1,800x600 dpi). 6. Capable of printing to various paper sizes, from A6 up to A3. 7. Must have standard memory capacity of at least 256mb. 8. Capable of input capacity of at least 300-sheets universal paper and 100-sheets multi-purpose tray. 9. Capable of management codes of at least 10 codes 10. Must have optional reversing document processor with capacity of 50 sheets. 11. Support at least USB and local area network (Lan) for standard connectivity.		2	Units	73,346.00	146,692.00		

	<p>12. Must be supported by the latest version of windows OS and MAC OS.</p> <p>13. With at least 1 year of parts replacement free of charge or up to 150,000 duty cycles (Print,Scan,Copy), whichever comes first.</p> <p>14. With a warranty on accessories for at least 1 year.</p> <p>15. The installation will be taken care of by the supplier.</p> <p>16. The supplier will provide training on the proper use of the unit to end users.</p> <p>17. With free repair service for at least two (2) years and if the unit required prolonged service, the supplier shall install a backup unit.</p>							
	LAPTOP							
2	<p>OFFICE LAPTOP,</p> <p>1. Processor : at least 10 cores and 12 threads, turbo frequency maximum at least 4GHz, 16mb cache.</p> <p>2. Memory : at least 8GB RAM.</p> <p>3. Storage : at least 1TB SSD, partitioned for systems and file backup.</p> <p>4. OS : Pre-installed win11 pro 64Bit.</p> <p>5. Webcam : Integrated HD 720p</p> <p>6. Display : at least 15 inches FHD 1920x1080 resolution</p> <p>7. LAN : Gigabit 10/100/1000</p> <p>8. Bluetooth : Latest bluetooth technology</p> <p>9. Battery : Li-ion Battery life at least 8 hours</p> <p>10. Adaptor : AC adapter port: Type-C</p> <p>11. With Numeric keypads</p> <p>12. With Energy Star 8.0 Rating.</p> <p>13. With Top Load Carrying Case, or Back Pack, originally issued by the manufacturer.</p> <p>14. 3 years warranty on parts and services, 1-year warranty on battery.</p> <p>15. Bundled with MS Office Home and business 2021 with Electronic Software Distribution (ESD) - is the secure delivery of a product key directly to consumers and small business. Customer can instantly download/ activate software after purchase. product key is live and usable when delivered. 1 Install only, Commercial use, perpetual.</p> <p>-Applications: word, excel, powerpoint, One Note, Outlook. can be installed either windows 10 & 11 or mac devices.</p>	2	Units	70,000.00	140,000.00			
	WIFI/INK TANK PRINTER							
3	<p>WIFI DUPLEX WIDE FORMAT ALL IN ONE INK TANK PRINTER,</p> <p>1. Digital color copier which is capable of color scanning, printing, and fax</p> <p>2. Printing technology : Bi-directional printing</p> <p>3. Color Consumable Utilized: at least 4 Colors (Black, cyan, magenta, yellow)</p> <p>4. Maximum resolution : at least 4800x1200 dpi</p> <p>5. Has the capability of automatic 2-sided printing for at least A4 sized</p>	3	Units	32,500.00	97,500.00			

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6. Capable of borderless printing 7. Printing speed and copying follow ISO Standard or equivalent international standard. 8. Capable of enlarging and reducing images when used as a copier 9. Capable of copying legal sized paper. 10. Copy resolution of a least 600x600 dpi 11. Has a flatbed color image scanner. 12. Optical resolution for scanning at least 1200x2400 dpi 13. Maximum scan area at least 216mm x 356 mm 14. Capable of black text and color fax function 15. Can accommodate up to size A3 Paper 16. Supports USB, LAN, Wifi and Wifi direct and other network management protocol.						
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.	Total		384,192.00			
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.*

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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- 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.

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
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Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

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