



REQUEST FOR QUOTATION

Date: 10 November 2023

RFQ No.: 100-23-01-206

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 – City Vice Mayor's Office** with an Approved Budget for the Contract (ABC) of **Php 1,000,000.00**, 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 (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Photocopier, - Digital color copier with network printing, color scanning, and fax Copy and print speed: at least 35 copies per minute, A4 Warm-up ime: at least 35 seconds Original size and copy size: from A6 up to legal Copy and print resolution: at least 1,200 x 1,200 dpi Standard memory capacity: at least 512MB Maximum duty cycle of at least 65,000 pages per month With Input paper capacity of at least 250 sheets universal paper cassette and at least 50 sheets multi-purpose tray Supports USB 2.0, LAN Wifi and other interfaces Must be supported by up to the latest versions of Windows OS and Mac OS With at least 1 year of parts replacement free of charge up to 100,000 duty cycles (print, scan, copy), which ever comes		3	unit	98,000.00	294,000.00		

	<p>first.</p> <p>With warranty on accessories for at least 1 year</p> <p>The installation will be taken care of by the supplier</p> <p>The supplier will provide training on the proper use of the unit to end-users</p> <p>With repair service for at least two (2) years, and if the unit required prolonged service, the supplier shall install a backup unit.</p>							
2	<p>Laptop,</p> <ul style="list-style-type: none"> - Processor: at least 12 cores 20 threads Maximum turbo frequency at least 4.7GHz Memory at least 16GB Storage at least 1TB SSD, partitioned for systems and file backup with at least 4GB Video Card With pre-installed Win 11 pro - Webcam integrated at least HD 720p Minimum LCD 15' FHD Display, 1920x1080 resolution Accessory: Top Load Carrying Case or Backpack With USB Wired or wireless mouse at least 1 year warranty on parts and service, including battery - Bundled with MS Office Home and Business 2021 with Electronic Software Distribution (ESD)- is the secure delivery of a product key 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 Application: Word, Excel, Powerpoint, One Note, Outlook can be installed either Windows 10 & 11 or Mac devices 		1	unit	116,000.00	116,000.00		
3	<p>desktop computer,</p> <ul style="list-style-type: none"> - Branded Desktop Computer, Processor: at least 10 cores and 16 threads, turbo frequency minimum 3Ghz, maximum at least 16mb cache Memory: at least 8GB RAM Storage: 256SSD for system, 1TB HDD for file backup Operating System: Pre-installed Win 11 Pro 64Bit Monitor: at least 23 inches, LED, LCD or higher technology capable of 1920x1080 resolution LAN: Ready Gigabit 10/100/1000 Bluetooth: Latest Bluetooth Technology - With USB Mouse and Keyboard At least Energy Star Compliant 3 years warranty on parts and services 		5	set	78,000.00	390,000.00		

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




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


 pasigcity.gov.ph

	<ul style="list-style-type: none"> - 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. Applications: Word, Excel, Powerpoint, One Note, Outlook. can be Installed either Windows or Mac devices - with bundled UNINTERRUPTIBLE POWER SUPPLY Technical Specifications: at least 360 Watts / 650VA Output Frequency - 50/60 Hz +/- 1 Hz Sync to mains Topology - Line interactive or any topology that would protect the end user against the following: power failure, power sag, power surge, under voltage and over-voltage Waveform type - within the ranges of stepped approximation sinewave to a sinewave Transfer Time - at most 10ms Input Frequency - 50/60 Hz +/- 3 Hz Autosensing Input voltage range for main operations - 140V or lower, to 300V or higher Number of Power Cords 1 Has at least 4 outputs Type of Input Protection - Circuit breaker or equivalent Battery type - Lead-acid battery or its equivalent Recharge time 6 hours or more Nominal Battery Voltage 12V Battery: at least 84 Volt-Amp-Hour Capacity Control Panel - LED Status display with online: on battery Must have audible alarm when on battery: distinctive alarm low battery and continuous tone alarm when overloaded Surge energy rating 156 Joules or higher Must conform with EN/IEC 60204-1, EN/IEC 60204-2, or other local or international standards on safety of machinery duly recognized by the Department of Trade and Industry's Bureau of Philippines Standards (DTI-BPS) Standard warranty - at least 2 years repair or replacement 							
4	Camera, <ul style="list-style-type: none"> - Camera, DSLR Camera At least 24 megapixels 		2	unit	70,000.00	140,000.00		

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



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

 pasigcity.gov.ph



	At least 6 frames/secon At least 100-25, 60 ISO Swivel touchscreen With Built-in Wifi With 1GB SD Card At least One (1) year Warranty.							
5	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 boardless printing up to 4R Printng 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 11.5ipm / 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; 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	unit	30,000.00	60,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total	1,000,000.00		
DELIVERY TERM: Within Fifteen (15) 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).

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

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

 pasigcity.gov.ph

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/downloadable-forms/#tab-61412>)
 - **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.





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

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

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

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)

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

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