



REQUEST FOR QUOTATION

Date: 29 November 2023

RFQ No.: R1 100-23-08-1875

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 Office Supplies and Equipment (Lot 3) – City Health Office** with an Approved Budget for the Contract (ABC) of **Php 356,500.90**, 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 OFFICE EQUIPMENT							
42	Legal-Sized Capable Color Printer, -Digital color copier which is capable of color scannig, printing and fax with automatic document feeder -Printing technology: Inkjet or equivalent -Printing speed of at least up to 32.0ppm/22.0ppm -Must have automatic duplex printing -Paper capacity of at least 50 sheets -Printer resolution of at least 4800 x 2400 dpi -Must have high page yields of up to 7,500 (black) and 6,000 (color) to increase your productivity -Capable of printing to various paper sizes, up to A3+ -Capable of borderless printing -Uses Dye Inks (Black, Magenta, Cyan and Yellow) -Supports USB, LAN, Wifi and Wifi direct and other network management protocols -Must be supported with		4	pcs	47,745.00	190,980.00		

	applications/utilities from the manufacturer to optimized device functionalities -Must be supported by Windows OS and Mac OS -With at least 1 year warranty on parts and services							
43	Projector with Screen, -Digital Light Projector technology or equivalent -Up to 4000 ANSI Lumens -At least 8000 hours lamp life -XGA to WUXGA Data input signal -Native Resolution of at least 1024x768 -Can accept analog to High Definition Video Input Signal -Contrast ratio of at least 30000:1 -Manual zoom and focus lens type -With power cable, VGA cable, remote control, carrier bag as accessories -Can accommodate HDMI, VGA, S-Video for image inputs -Bundled with projector tripod screen (size 70"x70") matte white, rack and ball bearing device mechanism -With at least 1 year warranty		3	pcs	41,899.00	125,697.00		
44	Portable Speaker with Microphone, -At least 12" portable -Trolley speaker -2 UHF Wireless Mic -With Rechargeable Battery -USB/FM/Bluetooth Function -12V DC In -Frequency Response -45hz-20KHz -Impedance 4 ohms -At least 450 Watts		2	set	13,212.95	26,425.90		
45	Foldable Platform Hand Truck, -Heavy Duty Trolley -Load Capacity: 300-500kg -Dimension (min): L91 x W61 x H85cm -Steel, Powder- coated -Heavy Duty Industrial Caster Wheels -Four (4) swivel wheels -Wheel Diameter (min) : 5"		2	pcs	6,699.00	13,398.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		356,500.90			
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

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



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- 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** (Form can be downloaded thru <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


SGD


ATTY. PONCE MIGUEL D. LOPEZ*k*

Officer in Charge, Procurement Management Office

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



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