



REQUEST FOR QUOTATION

Date: 14 March 2024

RFQ No.: **100-24-02-422**

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 – City Budget Office** with an Approved Budget for the Contract (ABC) of **Php 132,525.36**, 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	Office Colored Printer, * Digital color copier which is capable of color scanning, printing and fax with automatic document feeder - printing technology; inkjet or equivalent - printing speed of at least up to 33.0 ppm /150 ppm - paper capacity of at least 30 sheets (A4 paper), 10 sheets (Legal) - printer resolution of at least 5760 x 1440 dpi - capable of printing to various paper sizes up to A4 - capable of borderless printing up to 4R		2	unit	16,312.68	32,625.36		
2	Sheet-fed Scanner, Digital color scanner which is capable of scanning up to A4 Must have auto document feeder (ADF) of up to 100 sheets Has at least scanning speed of up to 45 ppm / 90ipm Capable of at least 7,000 pages of daily duty cycle Capable of at least one-pass duplex scanning Capable of at least paper protection function and image sensor glass dirt detection		2	unit	49,950.00	99,900.00		



Has optical resolution of at least 600x600 dpi Has output resolution of at least 50- 1,200dpi Must support file formats of at least the ff: JPEG, TIFF, Multi-TIFF, PDF, Searchable PDF, BMP, PNG DOCUMENT Capture pro (win):JPEG, BMP, ODF, Searchable PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX and PPTX Supported by manufacturer's application/s that can optimize the printer functionalities Must be supported by latest version of Windows OS and Mac OS With at least 1-year warranty						
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total	132,525.36		
DELIVERY TERM: Within Fifteen (15) calendar days upon the receipt of Notice to Proceed.						

**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** (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;

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



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- 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. BEA THERESE P. VILLANUEVA

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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