



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 22-0048**

**CANVASS PERIOD: 25 to 31 January 2023**

**Name of Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Tax ID Number (TIN):** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **SUPPLY AND DELIVERY OF THREE (3) UNITS OF COLORED PRINTERS**. Attached is Purchase Request No. 22-0048 with an Approved Budget for the Contract (ABC) of Seventy-Five Thousand Pesos Only (PHP 75,000.00).

All submissions via email must be sent to [procurement@gcg.gov.ph](mailto:procurement@gcg.gov.ph) with subject name: "Submission for the Procurement of **SUPPLY AND DELIVERY OF THREE (3) UNITS OF COLORED PRINTERS.**"

All physical submissions must be labeled and addressed:

<b>ATTENTION:</b>	<b>The Bids and Awards Committee, GCG</b>
<b>RE:</b>	Submission for the Procurement of <b>SUPPLY AND DELIVERY OF THREE (3) UNITS OF COLORED PRINTERS.</b>

**THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:**

1. Supplier's/Service Provider's 2023 Mayor's/Business Permit or 2022 Mayor's/Business Permit together with the official receipt as proof that the prospective bidder has applied for renewal;
2. PhilGEPS Certificate of Registration or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template); **and**

4.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate <b>and,</b> a.2.) Notarized Secretary's Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; <b>and,</b> b.2.) <b><u>if the authorized representative is not the proprietor himself/herself,</u></b> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider,
c.) A Partnership	c.1.) SEC Registration of partnership; <b>and;</b> c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider

5. **If applicable**, documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **Signed Quotation Form before the deadline on 31 January 2022, 10:00 am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or send an email to: [procurement@gcg.gov.ph](mailto:procurement@gcg.gov.ph).

Thank you



## QUOTATION FORM

### INSTRUCTIONS

- 1.) Accomplish this Quotation Form Correctly and Accurately
- 2.) Do not alter the contents of this form in any way.
- 3.) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will render the quotation, non-compliant.
- 4.) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5.) Failure to follow these instructions will disqualify your entire quotation.

**AFTER HAVING CAREFULLY READ AND ACCEPTED THE TERMS AND CONDITIONS, I/WE SUBMIT OUR QUOTATION/S FOR THE ITEMS AS FOLLOWS:**

<b>SUPPLY AND DELIVERY OF THREE (3) UNITS OF COLORED PRINTERS            (PERIOD OF CANVASS: 25 TO 31 JANUARY 2023)</b>			
Specifications	Yes	No	Comments
<b>COLORED PRINTER REQUIREMENTS</b>			
<b>Bidders must indicate below the brand and model of printer being offered.</b> Proposed/offered brand and model will be assessed by the End-User to verify its compliance with the technical specifications for this procurement project. Brand and Model Being Offered: _____			
1. Must have multi-functional colored printer with print, copy, scan, and fax.			
2. Must have at least 19 page per minute (ppm) for black print and least 4ppm speed for color print.			
3. Must have at least 19 page per minute (ppm) for black copy and least 4ppm speed for color copy.			
4. Must have at least 600 x 600 dots per inch (dpi) print resolution for black and color.			
5. Must have at least 600 x 600 dpi text and graphics for black and color.			
6. Must have a print technology of laser printing.			
7. Must have and support the following printer software features: manual duplex, booklet print, N-up printing, skip blank pages, poster print and watermarks.			
8. Must have a scan technology of Flatbed and Automatic Document Feeder (ADF) / Contact Image Sensor (CIS).			

**SUPPLY AND DELIVERY OF THREE (3) UNITS OF COLORED PRINTERS  
(PERIOD OF CANVASS: 25 TO 31 JANUARY 2023)**

Specifications	Yes	No	Comments
<b>COLORED PRINTER REQUIREMENTS</b>			
9. Must have an ADF capacity up to 40 sheets.			
10. Must have at least a screen resolution of 4,800 x 4,800 dpi for hardware and 600 x 600 dpi for optical.			
11. Must have and support the following scan file format: Portable Document Format (PDF), Joint Photographic Experts Group (JPG), and Tag Image File Format (TIFF).			
12. Must front-panel display for scan, copy, and multifunction peripheral.			
13. Must have and support the following scanner features: scan to Web Services for Devices (WSD), book scanning, poster stitching for multiple scan and text conversion.			
14. Must support at least 999 pages for copying a huge number of documents.			
15. Must have a duty cycle of up to 20,000 pages for A4 size and Letter size monthly.			
16. Must have and support the following size: A4, A5, A6, B5, Officio 216 x 340, and Folio.			
17. Must have and support the following media type: Plain, Light, Heavy, Extra Heavy, Colored, Preprinted, Recycle, Labels, Bond and Glossy.			
18. Must have a standard connectivity of Hi-speed USB 2.0 port, Fast Ethernet 10/100 Base-Tx network port, and wireless that supports 2.4 GHz band Wi-fi.			
19. Must support the following operating systems: Windows 10 and MacOS.			
20. Must have one (1) year warranty for each printer unit.			
<b>DELIVERY PERIOD</b>			
1. The delivery of goods must be completed within 90 calendar days from the receipt of Purchase Order.			
2. The winning bidder shall be subjected to the evaluation by the end-user after the completion of the project.			

**Terms of Payment:**

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank"

**Supplier's/Service Provider's Bank Details:**

Banking  
Institution: \_\_\_\_\_  
Account  
Number: \_\_\_\_\_  
Account  
Name: \_\_\_\_\_  
Branch: \_\_\_\_\_

**FINANCIAL OFFER:**

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable).

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Seventy-Five Thousand Pesos Only (P 75,000.00)	<p><b>In Words:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>In Figures:</b></p> <p>_____</p>

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

\_\_\_\_\_  
Signature over Printed Name of Authorized  
Representative

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone /Fax/Mobile Nos

\_\_\_\_\_  
Email address/es