



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
(City Government of Tacloban)
Kanhuraw Hill, Tacloban City 6500

Bids and Awards Committee

INVITATION TO SUBMIT PRICE QUOTATIONS FOR THE NEGOTIATED PROCUREMENT (Small Value Procurement) OF OFFICE EQUIPMENT

BIDSTAC # NP-SVP 236-2020

1st Posting

The City Government of Tacloban, through the BIDS AND AWARDS COMMITTEE (BAC) shall be contracting by Negotiated Procurement (Small Value Procurement) for OFFICE EQUIPMENT the CDRMO PR# Lot 1: 2020-1049 dated 9/2/20 with a total Approved Budget of the Contract (ABC) of Three Hundred Thirty-Five Thousand Pesos & 00/100 (Php335,000.00) only.

The above-mentioned item is a Negotiated Procurement –intended for the official function of the requisitioning office, as stated on their Purchase Request.

- a. Valid Mayor's Business Permit
- b. PhilGEPS Registration No.
- c. Statement/Affidavit that the supplier is not blacklisted and is not related to the Head of Procuring Entity (HoPE) by consanguinity or affinity up to 3rd civil degree.
- d. Brochure showing brand, model and specifications of the product being offered, if applicable.
- e. All photocopied documents submitted shall be a certified copy from the original.

All Interested Suppliers shall be required to submit a proposal to the BAC Office, City Hall Main Building, Kanhuraw Hill, Tacloban City, on or before **November 23, 2020, 9:00 AM**. Opening of quotation shall be held at 2:00 PM of **November 24, 2020**.

SGD.JONATHAN R. HIJADA
(BAC Chairman)

Date Published: November 17, 2020



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BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION
1st Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

RFQ No.	2020-684
RFQ Date:	11/17/20
Mode of Procurement	Negotiated Procurement/NP-SVP
PR No.	Lot 1: 2020-1049
Date:	9/2/20
End-user	CDRRMO

Procurement Title/Category: Office Equipment

Please quote your lowest price for the item(s) listed below, subject to terms and conditions stated hereunder and submit your sealed quotation duly signed by your representative to our office not later than **9 o'clock** in the morning, of **November 23, 2020**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **November 24, 2020**.

Sgd. JONATHAN R. HIJADA
BAC Chairman

Terms & Conditions:

- All entries must either be typewritten or legibly handwritten;
- Delivery Period: (10) ten days upon receipt of Purchase Order (PO). Administrative penalties pursuant to Rule XXXIII, Section 69 of RA 9184 shall be imposed for non-delivery without valid reason;
- Warranty shall be for a minimum of three (3) months for supplies and materials, and one (1) year for equipment from date of acceptance of end-user;
- Quoted price shall be valid for a period of (6) months;
- Documents to be attached upon submission of this quotation:
 - Valid Mayor's Business Permit
 - PhilGEPS Registration No.
 - Statement/Affidavit that the supplier is not blacklisted and is not related to the Head of Procuring Entity (HoPE) by consanguinity or affinity up to 3rd civil degree.
 - All photocopied documents submitted shall be a certified copy from the original.
- The BAC shall conduct the alternative procurement process in accordance with RA 9184 and its 2016 RIRR.

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1.	<p>RISOGRAPH MACHINE Configuration: Desktop Print Speed; 80-130 sheets per minute Duty Cycle: 300,000 print per month Resolution: Scanning: 600x600 dpi, 300 x 400 dpi Original Type: Sheet, Book Original Size: Exposure glass cover: 297 x 432 mm Image Position: Vertical : +/-10mm Reproduction Ratio: 141%, 122%, 115%, 100%, 93%, 87%, 82%, 71% Enhanced Features: Combine, Shifty/erase/marging adjustment, Colour Printing Image Mode: Letter, Photo, Letter/Photo Printing Area: B4 drum: 250 x 355 mm Power Source: 220-240 V, 50/60 Hz</p>	1	Unit		

	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			
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Brand & Model: _____ Warranty: _____
Delivery Period: _____ days upon receipt of the PO Price valid until: _____

After having carefully read and accepted your General Conditions (terms and conditions), I/We quote you on the item(s) at prices provided above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the terms and conditions specified by your procuring entity.

Printed Name/Signature/Date

Contact Number