Republic of the Philippines
City Government of Muntinlupa
National Road Putatan Muntinlupa City
BIDS and AWARDS COMMITTEE
www.muntinlupacity.gov.ph

REQUEST FOR QUOTATION

Date: 02/06/2023
Quotation No:2023-0009

Company Name:_____

Address:_____

Business Permit No.:_____

TIN:_____

PhilGEPS Registration No.(required):_____

The **City Government of Muntinlupa**, through its Bids and Awards Committee, intends to procure **1 photocopier for PLMUN Cashier Section, requested by Treasury Dept.**, which will be undertaken in accordance with **Section 52.1.b** of the 2016 Revised Implementing Rules and

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided. A copy of the following documents are also required to be submitted along with your quotation/proposal:

1. Mayor's/Business Permit: (Certified True Copy)	3. PhilGEPS Registration (Certified True Copy)
2. Accomplished and Notarized Omnibus Sworn Statement (Original)	4.Certificate of Registration (Certified True Copy)

Quotations/Proposals must be submitted to the BAC Office of the City Government of Muntinlupa for checking & validation.

For any clarification, you may contact **Bids & Awards Committee** at telephone no.(02)8861-1127

INSTRUCTIONS:
(2) Do not alter the contents of this in any way.
(3) technical specifications with asterisks(*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your
(4) 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 item/s as follows:

Procurement Project	Approved Budget for the Contract (ABC)
Purchase 1 photocopier for PLMUN Cashier Section	Sixty thousand pesos

Technical Specifications:

QTY	UNIT OF ISSUE	ITEM DESCRIPRION	Compliance		REMARKS
			Yes	No	
1	unit	Photocopier w/network printing, fax, color scanning. Copy & print speed of 40s/min & output size from A6 to Legal, reso of 600x600dpi, fast 1200dpi & fine 1200dpi. 512MB to 1536MB mem capacity, 250sheets input paper cap for univ tray, etc. Warranty on spare parts, accessories(1yr/100k copies/print/scan/fax) and repair service(5yrs free of charge)			

		28cm non-stick aluminum wok, suitable for all heat sources w/metal basket				
Summary of Approved Budget			**OFFERED QUOTATION**			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
1	unit	Photocopier w/network printing, fax, color scanning. Copy & print speed of 40s/min & output size from A6 to Legal, reso of 600x600dpi, fast 1200dpi & fine 1200dpi. 512MB to 1536MB mem capacity, 250sheets input paper cap for univ tray, etc. Warranty on spare parts, accessories(1yr/100k copies/print/scan/fax) and repair service(5yrs free of charge)				
			60,000.00		Total Offered quotation (in Php)	Php

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.

2. Bidders must quote for all or all the items.

3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.

4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.

5. Quotations exceeding the Approved Budget for the contract shall be rejected.

6. 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 minimum technical specifications and other terms and conditions stated herein.

7. Any interlineations, erasures overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

8. The Item/s shall be delivered according to the requirements specified in the Technical Specifications.

9. The GSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

_____
Signature over Printed Name

_____
Position/Designation

Office Telephone No.

_____
Mobile Phone No./Fax No.

_____
Email address/es