



Republic of the Philippines
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

Project Title : **Supply and Delivery of Photocopier Machine to be used at the City Mayor's Office - Community Affairs Division in the City of San Fernando, Pampanga**
Location of the Project : **City Mayor's Office**

Company Name Date : **Oct 27, 2023**
PR No. : **2023-10-02577**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, November 3, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Mikkole R. Tuaño


Engr. Michael N. Quizon, Jr.
BAC Chairperson

- NOTE:
1. ALL ENTRIES MUST BE READABLE
 2. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	1	pc(s)	Photocopier Machine Specs: A3 Monochrome Laser Multifunctional Core Functions Print, Copy, Scan, Send and Optional Fax Control Panel 7 inch TFT LCD WVGA color Touch panel Memory Standard: 2.0GB RAM Storage Use area: 30GB (eMMC) Interface Connection NETWORK Standard: 1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n) OTHERS Standard: USB 2.0 (Host) x3, USB 2.0 (Device) x1 Paper Supply Capacity (A4, 80gsm) Standard: 330 sheets Maximum: 580 sheets (with Cassette Feeding Module-AK1) Paper Output Capacity (A4, 80 gsm)			



Republic of the Philippines
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

Project Title : **Supply and Delivery of Photocopier Machine to be used at the City Mayor's Office - Community Affairs Division in the City of San Fernando, Pampanga**
Location of the Project : **City Mayor's Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Standard: 250 sheets Maximum: 250 sheets Finishing Capabilities Standard model: Collate, Group Supported Media Types Multi-purpose Tray: Thin, Plain, Recycled, Color, Heavy, Bond, Transparency, Label, Pre-punched, Envelope Paper Cassette: Plain, Recycled, Color, Pre-punched Supported Media Sizes Multi-purpose tray: Standard size: A3, A4, A4R, A5, A5R, B4, B5, B5R, Envelopes [No. 10(COM 10), Monarch, ISO-C5, DL] Custom Size/Free Size: Min.95.0 x139.7 mm up to 297.0 x431.8 mm Paper Cassette: Standard size: A3, A4, A4R, A5R, B4, B5, B5R Supported Media Weights Multi-purpose tray: 60 to 157 gsm Paper Cassettes: 64 to 90 gsm Duplex: 60 to 90 gsm Warm-up Time (Quick start mode:ON) 4 Seconds or Less*1 From Sleep Mode: 10 seconds or less 12 Seconds or Less*2 Dimensions (W x D x H) With Platen Cover-AA1: 627 x 665 x 516 mm With DADF-AZ2: 627 x 692 x 616 mm Installation Space (W x D) 1065 x 1285 mm Weight With Platen Cover-AA1: Approx. 34.9 kg including toner With DADF-AZ2: Approx. 39.9 kg including toner			
Total Amount:						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.



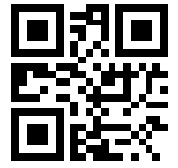
Republic of the Philippines
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Supply and Delivery of Photocopier Machine to be used at the City Mayor's Office - Community Affairs Division in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office**

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

Project Title : **Supply and Delivery of Photocopier Machine to be used at the City Mayor's Office - Community Affairs Division**

Project Location: **City of San Fernando, Pampanga**

Background

Good governance is the process of decision-making and the process by which decisions are implemented, an analysis of governance focuses on the formal and informal actors involved in decision-making and execute the decisions made and the formal and informal structures that have been set in place to arrive and perform the decision.

Thus, with the dedication and commitment of the present administration in carrying out inclusive governance, it is deemed necessary for the acquisition of sufficient resources to bring convenience in performing duties, inspire productivity and ensure efficient delivery of public service to clients.

OBJECTIVE/S

- To provide office equipment for the daily operations of the City Mayor's Office
- To efficiently provide services for the constituents
- To successfully perform duties as public servants
- To ensure accessible communication with clients

Budgetary Requirements:

The Approved Budget for the Supply and Delivery of Photocopier Machine to be used at the City Mayor's Office - Community Affairs Division in the City of San Fernando, Pampanga is included in the PPMP with Reference Number 2023-2987 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P200,000.00 amount in figure or Two Hundred Thousand Pesos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.
 - A. The Supplier must ensure the following details:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	piece	Photocopier Machine Specs: A3 Monochrome Laser Multifunctional Core Functions Print, Copy, Scan, Send and Optional Fax Control Panel 7 inch TFT LCD WVGA color Touch panel Memory Standard: 2.0GB RAM Storage Use area: 30GB	1	200,000.00	P200,000.00

TERMS OF REFERENCE

Project Title : Supply and Delivery of Photocopier Machine to be used at the City Mayor's Office - Community Affairs Division

Project Location: City of San Fernando, Pampanga

		<p>(eMMC) Interface Connection NETWORK Standard: 1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n) OTHERS Standard: USB 2.0 (Host) x3, USB 2.0 (Device) x1 Paper Supply Capacity (A4, 80gsm) Standard: 330 sheets Maximum: 580 sheets (with Cassette Feeding Module-AK1) Paper Output Capacity (A4, 80gsm) Standard: 250 sheets Maximum: 250 sheets Finishing Capabilities Standard model: Collate, Group Supported Media Types Multi-purpose Tray: Thin, Plain, Recycled, Color, Heavy, Bond, Transparency, Label, Pre-punched, Envelope Paper Cassette: Plain, Recycled, Color, Pre-punched Supported Media Sizes Multi-purpose tray: Standard size: A3, A4, A4R, A5, A5R, B4, B5, B5R, Envelopes [No. 10(COM 10), Monarch, ISO-C5, DL] Custom Size/Free Size: Min.95.0 x139.7 mm up to 297.0 x431.8 mm Paper Cassette: Standard size: A3, A4, A4R, A5R, B4, B5, B5R Supported Media Weights Multi-purpose tray: 60 to 157 gsm Paper Cassettes: 64 to 90 gsm Duplex: 60 to 90 gsm Warm-up Time (Quick start mode:ON) 4 Seconds or Less*1 From Sleep Mode: 10 seconds or less 12 Seconds or Less*2 Dimensions (W x D x H)</p>			
--	--	---	--	--	--

TERMS OF REFERENCE

Project Title : **Supply and Delivery of Photocopier Machine to be used at the City Mayor's Office - Community Affairs Division**

Project Location: **City of San Fernando, Pampanga**

		With Platen Cover-AA1: 627 x 665 x 516 mm With DADF-AZ2: 627 x 692 x 616 mm Installation Space (W x D) 1065 x 1285 mm Weight With Platen Cover- AA1: Approx. 34.9 kg including toner With DADF-AZ2: Approx. 39.9 kg including toner			
					SUBTOTAL: P200,000.00

2. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
3. The supplier must be compliant with the IATF Health and Safety Protocols.
4. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the Photocopier being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- d. Provide necessary and readily- available documents such as during the conduct of post- audit.
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

TERMS OF REFERENCE

Project Title : **Supply and Delivery of Photocopier Machine to be used at the City Mayor's Office - Community Affairs Division**

Project Location: **City of San Fernando, Pampanga**

Prepared by:

C. Estolano
Charlotte D. Estolano
Procurement Officer

Noted by:

Conforme:


REYMUÑO M. HIROLITO JR.
Chief of Staff

Signature Above Printed Name/ Date

Note: This TOR shall form part of the Contract and should be strictly followed by both parties otherwise; the implementation of the project/program might be affected as well as the performance of the supplier/contractor.