

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2020-02-129

NP-Small Value Procurement

Company Name: _____

Address: _____

Please quote your lowest price on the item/s listed below and submit your quotation together with the requirements stated hereunder to this office located at Room 442, Manila City Hall Building, Arroceros Street, Manila during office hours within **seven (7) calendar days** from receipt hereof, subject to the following terms and conditions, to wit:

1. If applicable, indicate the specific brand, model/year and country of origin for each item.
2. Delivery period shall be within **fifteen (15) calendar days** upon receipt of **Purchase Order**.
3. Warranty shall be for a period of three (3) months for supplies and materials, One (1) year for equipment from date of acceptance by the end-user.
4. Price validity shall be for a maximum period of 120 calendar days.
5. Subject to the submission of the following documents:

- a. DTI/SEC Certificate of Registration
- b. Mayor's/Business Permit
- c. PhilGEPS Registration Number
- d. Income/Business Tax Return
- e. Omnibus Sworn Statement

Canvassed By:

THELMA L. PEREZ
Officer-In-Charge

REYNALIN B. ASUNCION
Acting Supply Officer I

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL PRICE
			Office: Manila Health Department Charge to: Office Equipment-Capital Outlay ABC: Php888,874.00	PR No. 297 OBR No. 100-2002-00561		
1.	6	units	Steel file cabinet, 4 drawers steel vertical filing cabinet, dimension: 52"H x 18 1/2"W x 22"D, gauge #22, color gray, with lock	Php 15,300.00	Php _____	91,800.00
2.	1	unit	Risograph machine Master-making/ High-speed digital master-making/ Printing methods fully automatic stencil printing Original type Book (22 lb/10 kg or less), sheet Original size/weight When using the Stage Glass: 1.96" x 3.54" to 11" x 17" (50 x 90 mm to 280 x 432 mm), 22 lb (10 kg) or less When using the ADF unit (option): 3.93" x 5.84" to 12.18" x 17" (100 x 148 mm to 310 x 432 mm), 14 lb bond to 34 lb bond (50 GSM to 128 GSM) Scanning area (max.) 11.69" x 17" (297 x 432 mm) Print paper size 3.93" x 5.84" to 12.18" x 17" (min./max.) (100 x 148 mm to 310 x 432 mm) Paper supply capacity 1000 sheets in feed tray and receive tray, 17 lb bond (64 GSM) Print paper weight 13 lb bond to 110 lb index (46 GSM to 210 GSM)	Php 168,750.00	Php _____	168,750.00

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RFQ. No. 2020-02-129

Procurement of various office Equipment

ITEM	QTY.	UNIT	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Manila Health Department Charge to: Office Equipment-Capital Outlay ABC: Php888,874.00	PR No. 297 OBR No. 100-2002-00561	
			Image processing mode Line, Photo, Duo, Pencil resolution Scanning: 300 x 300 dpi Printing: 300 x 300 dpi Master making time Approximately 25 seconds (for A4/portrait/100% reproduction ratio) Printing area (max.) 8.5" x 14" (216 x 356 mm) Reduction/enlargement Preset: 154%, 129%, 121%, 94%, 78%, 65%, 61%; Print speed Approx. 60 to 130 pages per minute (five steps variable) Print position adjustment Vertical: ± 0.5" (15 mm) Horizontal: ± 0.375" (10 mm) Ink supply Fully automatic (1000 ml per cartridge) Master supply/disposal Fully automatic (approx. 250 sheets per roll) Master disposal capacity 100 sheets Item #MC8437 Features LED Keypad User Panel with Progress Arrow indicators, front-side operation, User		

Management, Auto-Process, Contrast Adjustment, Tone Smoothing, Ink Saving, 2-Up Print, RISO Copy Count Viewer, Book Shadow, Proof, Confidential, Program, Job Memory, Manual Idling, Energy Saving Mode, RISO i Quality System, Stand options Color Print Cylinders, Automatic Document Feeder, Job Separator, Card Feed Kit, Envelope Kit, Ink/Master Holder, RISO Network Card, RISO PC Interface Card USB 2.0
 Power source 100V-120/220-240 V~, 2.5/1.3A, 50Hz/60Hz
 Power consumption Maximum: 210 W
 Standby: 13 W
 Sleep Mode: 1.5 W
 Dimensions (w x d x h) When in use: 54.31" x 25.37" x 26"
 (1380 x 645 x 660 mm) without Stand
 When in storage: 30.53" x 27.37" x 26"
 (775 x 645 x 660 mm) without Stand
 Weight Approx. 220 lb (100 kg) without Stand
 (D type stand: 42 lb or 19 kg)

3 1 unit Copier Machine Php 96,500.00 Php _____ Php _____ 96,500.00

- Specifications:
1. Monochrome Copy, Print and Scan
 2. Power requirements- rated local AC voltage (Hz)
220 - 240V, 50/60 Hz
 3. Power consumption: 1.2 KW
 4. Dimensions: 599mm x 612mm x 511mm
 5. Weight: 28.4 kg.
 6. Network Printing
 7. Pages per minute: 23 ppm
 8. Heavy Duty: 999 continuous copy
 9. Full color scanning capability
 10. Maximum copy size: A3 (11" x 17"), Minimum

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			11. Paper Capacity: Std. 350 sheets Max. 1,850 sheets 12. Memory: Std. 64mb, Max. 192mb 13. Warm up time: 25 seconds 14. Zoom range: 25% to 400% in 1% increment (50% to 200% using RSPF) 15. Interface: USB 2.0, 10Base-T/100Base-TX 16. Resolution: 600 x 600dpi Gradation 256 levels 17. A3 Full-Colour Scanning 18. Fast Printing 19. Cost-efficient Toner Save Mode 20. Pre-Heat/Auto Power Shut-Off modes 21. Built-In Duplex Module and Standard Reversing Single Pass Feeder (Back to Back) 22. Scan to USB direct scanning		
4	10	units	Air Conditioner 2 HP, Window type; 220V/60Hz; Energy Efficiency Ratio: 9.6, With Timer, Remote Control, Super Quiet Operation, Auto Angle; Airflow; Dehumidifier/Dust and Pollution Filter; 4-Mode Operation: Auto, Cool, Dry, Fan; High Efficiency Anti Allergic; Antibacterail Filter/Auto-Restart; Size (LxWxH): 64 cm x 62 cm x 43 cm; Weight: 35 kg.;	Php 42,855.00	Php _____ Php _____ 428,550.00
5	5	units	With one (1) year warranty on parts and service. Calculator, desktop, printing heavy duty calculator, 12 digit digitron display, Add/Subtract Machine, Sub Total/Total/Grand Total, line printing: 3.5 line /second, big display, Independent Memory, Time Calculation, Regular percentage calculations, Mark-Up/Mark Down function for simplified cost and profit calculations; 2 color printing with Ink roll, 58 mm paper width, inclusive of 1 roll paper printer; Approximate Dimension: 109.3mm(h) x 214mm(w) x 382mm(d) Service and Parts Warranty : At least 1 year	Php 5,780.00	Php _____ Php _____ 28,900.00
6	5	units	Fan, Industrial, heavy duty, 26" 26" INDUSTRIAL FAN Specifications: Powerful Tornado Aluminum Fan Blade and Extra Powerful Industrial Motor Rotary switch knob speed control 26" precision angled stainless blades Adjustable height 5 year motor warranty Voltage: 230V~ 60Hz Power: 230W	Php 11,450.00	Php _____ Php _____ 57,250.00

Dimension: 73 x 65 x 122 cm (WxDxH)
 Weight: 15.17 kg
 Warranty: one year on parts and service

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			PR No. 297 OBR No. 100-2002-00561		
7	6	units	Fan, Wall, Rotating 18 inch blade 360° oscillating fan 3 speed control system, 3-wing metal blade Oscillation control, Thermal fuse protected motor Warranty: 6 months x-x-x-x-x-x-x-x-x-x	Php 2,854.00 Php _____ Php _____	17,124.00
			PER LOT BASIS TOTAL	Php _____ vvvvvvvvvvvvvv	888,874.00

After having carefully read and accepted your terms and conditions, I/We hereby quote on the items/s at prices listed above

 Printed Name/Signature

 Tel. No/Cellphone No.

 Date