



## REQUEST FOR QUOTATION

Date:

RFQ No.: **RFQ-RAB3-20-001**

\*Name of Company:

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\*Address:

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\*Business Permit No.:

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\*Tax Identification Number (TIN):

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\*PhilGEPs Registration Number:

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The Human Settlements Adjudication Commission - Regional Adjudication Branch 3 (HSAC-RAB 3), through its Special Bids and Awards Committee, intends to procure **Office Equipment** to be supplied & delivered in the **City of San Fernando, Pampanga**.

The procurement will be undertaken in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

As such, you are invited to submit your establishment's quotations/proposals duly signed by you or your duly authorized representative not later than **December 16, 2020**, at exactly **9:00AM** for the item(s) described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ). Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. Mayor's/Business Permit;
2. Income/Business Tax Return;
3. PhilGEPs Registration; and,
4. Omnibus Sworn Statement.

Open quotations may be submitted at HSAC - Regional Adjudication Branch 3, 3F Insular Life Bldg., Dolores, City of San Fernando, Pampanga, or through the e-mail address indicated below

For any clarification, you may contact **Ms. Sheryll M. Romero** of **HSAC-RAB 3** at Cellphone No. **+63 9331374280** or e-mail address at [rab3@hsac.gov.ph](mailto:rab3@hsac.gov.ph).

  
**COMM. RIA CORAZON GOLEZ-CABRERA**  
Chairperson  
Special Bids & Awards Committee



## HUMAN SETTLEMENTS ADJUDICATION COMMISSION

Regional Adjudication Branch 3

3F Insular Life Bldg., Dolores, City of San Fernando, Pampanga 2000

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Failure to comply with the technical specifications required will disqualify your quotation.
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		Total Approved Budget for the Contract (ABC)	
Procurement of Office Equipment		PhP 156,500.00	
TECHNICAL SPECIFICATIONS			
Item Description	Unit	Qty	Approved Budget (Php)
<b>1. Heavy Duty Copier</b> - General Type: B/W Multifunctional for A4/A3 Format - Engine Speed: Up to 40/21 pages per minute A4/A3 - Resolution: 1200 x 1200 dpi - Time to first print: Approx. 4.2 seconds or less - Time to first copy: Approx. 4.6 seconds or less - Power Consumption: Printing 600 W, Stand-by 100 W, Energy Saving Priority - General Memory: Standard 2048 MB, 8 GB SSD + standard 320 GB HDD	unit	1	<u>156,500.00 / unit</u> Total = 156,500.00

Please quote your best offer for the items above. ***The information stated above shall be the basis for the evaluation and calculation of your total quotation.***

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Office Telephone No. / Mobile Telephone No.

\_\_\_\_\_  
E-mail address/es



## HUMAN SETTLEMENTS ADJUDICATION COMMISSION

Regional Adjudication Branch 3

3F Insular Life Bldg., Dolores, City of San Fernando, Pampanga 2000

### TERMS AND CONDITIONS

1. Any modifications in the item(s) specifications during delivery of materials/equipment is strictly prohibited.
2. Bidders shall provide correct and accurate information required in this form.
3. All fields with asterisks (\*) are mandatory and must be filled up. Failure to provide information on mandatory fields will disqualify your quotation.
4. Price quotation(s) must be valid for a period of thirty (30) calendar days from the date of submission.
5. Price quotation(s), to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
8. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative(s).
9. The **HSAC** shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The **HSAC** shall rescind the contract once the cumulative amount of liquidated damages reached ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.