

REQUEST FOR PROPOSAL

Company Name _____

Address _____

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____


ANSON M. TAGAY
Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.
2. DELIVERY PERIOD IS WITHIN **15** 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 VALID FOR A PERIOD OF **30** CALENDAR DAYS.
5. PHIL-GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

Title of Procurement:
Rental of Copier Machine
Purpose:
For official use of CMD
Approved Budget for the Contract (ABC):
P230,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p>Rental of Copier Machine (Network Printer and Network Scanner) <i>Specifications</i> Copy speed: 22 copies/prints per minute Scanning speed: 45/45 ipm (color/black & white) Printer Resolution: 1800 x 600 dpi Copy/Scan: 600 x 600 dpi Printable Paper Size: A5-A3 size of paper Memory Capacity: 2048 MB Maximum Original Size: A3 (11" x 17") Paper Capacity: Tray 1: 500 sheets Tray 2: 500 sheets Bypass Tray: 150 sheets Multiple Copy: 1-9,999 sheets Printable Paper Weight: 60 to 220 gsm Warm up time: 20 seconds or less Standard Automatic Duplex Support OS Windows Vista/7/8/8.1/ Windows Server 2003/2003 R2/2008 R2/2012/ 2012 R2, Mac OS X (10.6/10.7/10.8/10.9/10.10), Linux Interface: Ethernet (10BASE-T/100BASE-TX/1000BASE-T), USB 2.0 Scan to SMB/FTP/Box/USB Memory/E-mail User Authentication <i>Inclusions:</i> FREE Lifetime Service Guarantee FREE ORIGINAL Consumables and Spare Parts FREE Comprehensive Key Operator Training Exclusive distributor of the brand being offered Locally developed Document Management System (DMS) for five (5) users with 24/7 local service Contract Duration: One (1) Year</p> <p><i>Additional Requests from Procuring Entity:</i> [] Please provide sample upon request of end-user [] Please see full specifications/attached sample design for reference. [X] Other conditions to this request, please state: For more info, please contact the end-user at 8924-6031 loc. 207/228 Kindly address all proposals to the Chairperson, Bids and Awards Committee</p> <p>Contract shall be awarded to the bidder per: [] Item basis [X] Lot basis</p> <p>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</p> <ol style="list-style-type: none"> DTI/SEC Registration Certificate Valid and Current Mayor's Permit PHILGEPS Certificate of Registration BIR Certificate of Registration Omnibus Sworn Statement <p><small>Important Note: For goods, conform of the winning bidder must be done within seven (7) calendar days upon serving of the PO. For services, conform of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO. Notarization of the OSS should be complied with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020</small></p>	1 unit	P _____	P _____

Brand : _____
Delivery Period : _____
Warranty : _____
Price Validity : _____

After having carefully read and accepted your Request for Quotation, I/We quote you on the item at prices noted above.

Printed Name/Signature _____

Tel. No./Cellphone No. _____

Email Address _____

Date _____