

**REQUEST FOR QUOTATION**

\_\_\_\_\_  
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 \_\_\_\_\_.

*Jenmaran*  
**MERIDEN E. MARANAN**  
Vice-Chairperson, Bids and Awards Committee

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

**Title of Procurement:** \_\_\_\_\_  
**Supply and Delivery of Photo copier machine**

**Purpose:** \_\_\_\_\_  
**For official use of the Legal unit**

**Approved Budget for the Contract (ABC):** \_\_\_\_\_  
**P70,000.00**

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Photo copier machine</b></p> <p><i>Technical Specification:</i> Digital color copier with network printing, color scanning and network fax Copy and print speed of 21 copies per minuter, A4 Copy and print resolution of 1,200 x 1,200 dpi. 9,600 x 600 multi-bit technology, 600 600 dpi Warm up time 32 seconds or less Original size and copy size if from A6 up to Legal Standard memory capacity is 512 MB and upgradeable to maximum of 1,536 MB Maximum duty cycle of 65,000 pages per month Input paper capacity of 250 sheets universal paper cassette and 50 sheets multi purpose tray Built-in document processor with a capacity of 50 sheets Printer processor cotex A9 800MGHz Compatible with windows, macintosh, linux, unix Buit-in gigabit network USB 2.0, USB host connection wireless LAN and slot for optional SD/SDHC card PCL6, KPDL 3 (post script 3 compatible), PDF direct print, and XPS direct print emulations Power consumption copying/printing 345W, stand-by 41W</p> <p><i>Warranty:</i> 2 yrs. Free service on site and 1yr./100k copies/print/scan/fax warranty on spare parts whichever comes first.</p> <p>Additional Requests from Procuring Entity: [ ] Please provide sample upon request of end-user [ ] Please see full specifications/attached sample design for reference. <b>[X] Other conditions to this request, please state:</b> <b>For more info, please contact the end-user at 8924-6031 loc. 247</b> <b>Kindly address all proposals to the Chairperson, Bids and Awards Committee</b></p> <p>Contract shall be awarded to the bidder per: [ ] Item basis <b>[X] Lot basis</b></p> <p><b>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</b></p> <ol style="list-style-type: none"> <li>DTI/SEC Registration Certificate</li> <li>Valid and Current Mayor's Permit</li> <li>PHILGEPS Certificate of Registration</li> <li>BIR Certificate of Registration</li> <li>Sign Omnibus Sworn Statement</li> </ol> <p><b>Important Note:</b> -For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO. -For services,conforme 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</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.