

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 _____.


ANSON M. TAGTAG
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: _____
One (1) Year Contract for the rental of photocopying machines
Purpose: _____
For official use of the BMB
Approved Budget for the Contract (ABC): _____
P200,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p>Photocopying machine <i>Technical Specification:</i> Two (2) units of copier machine (refurbished) with an estimated combined minimum 10,000 up to maximum 20,000 copies/month 36 copies per minute (monochrome) 600 dpi x 600 dpi copy and scan resolution 25% to 400% magnification Continuous copying: 1-9,999 Scanning speed: 45 minimum IPM Color scanning 250 GB HDD capacity Built-in Automatic Document Feeder Stackless Automatic Duplex Unit 1,100 sheets standard capacity: Tray 1: 500 sheets, A5-A4 Tray 2: 500 sheets, A5-A3 Multi-Bypass Tray: 100 sheets, A6-A3 Tray 3 (optional): 500 sheets, A5-A3 Tray 4 (optional): 2x500 sheets, A5-A3 Large capacity tray (optional): 2,500 sheets, A4 Electronic sorting Paper size: A5, 8 1/2x11, 8 1/2x13, 8 1/2x14, A3 Universal design for comfortable use Polymerized Simitri™ for superior images Standard printing capability Standard scanning capability Computation of the monthly rental charge will be based on the actual net copies multiplied by the price per copy/print. Supplier must be the exclusive distributor of the brand being offered. Copier machine must be distinct with the preferred attached images.</p>	12 months	P _____	P _____
Continue to next page				

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 _____

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Title of Procurement: One (1) Year Contract for the rental of photocopying machines
Purpose: For official use of the BMB
Approved Budget for the Contract (ABC): P200,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
	<p>Inclusions: Free product demo Free maintenance & service guarantee Free supply of consumables and spare parts Fast, efficient technical support within 24 hours upon receipt of request.</p> <p>Other Requirements Bidders must submit the following: DTI/SEC, Mayor's Permit, BIR Registration, PHILGEPS Certificate of Registration, Omnibus Sworn Statement, and other supporting documents. Exact Images/Catalogues/brochures identifying the machines offered Certification if supplier is the exclusive distributor of the brand being offered.</p> <p>Durations: January 1, 2024 to December 31, 2024</p> <p>Additional Requests from Procuring Entity: <input type="checkbox"/> Please provide sample upon request of end-user <input type="checkbox"/> Please see full specifications/attached sample design for reference. <input checked="" type="checkbox"/> Other conditions to this request, please state: For more info, please contact the end-user at 8924-6031 loc. 219 Kindly address all proposals to the Chairperson, Bids and Awards Committee</p> <p>Contract shall be awarded to the bidder per: <input type="checkbox"/> Item basis <input checked="" type="checkbox"/> 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 Sign Omnibus Sworn Statement <p>Important Note: -For goods, conforms of the winning bidder must be done within seven (7) calendar days upon serving of the PO. -For services, conforms of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO. -Notation of the OSS should be complied with after the award of the contract but before payment pursuant to Item 8.3 of GPPB 09-2020</p>			

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