


Date: 14-Jan-25
 Quotation No: 0008-01-25
 PR No. 0125.014

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. AGTAG
 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):
 ₱360,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./	UNIT PRICE	TOTAL PRICE
1	<p>Rental of Photocopying Machines</p> <p><i>Technical Specifications:</i></p> <p>Copy Features: Copy speed: 36-45 cpm(monochrome) Reolutions: 600 dpi x 600 dpi Memory (RAM): 2GB/Max. 4GB Paper Size: A4 - A3 Paper Weight: 60 to 300 gsm Reduce/Enlarge Mode: 25 - 400% Warm up time: Less than 20 sec. First copy speed: 4.6 seconds Paper tray: 2 x 250 sheets capacity Bypass Tray: 100 sheets capacity Human Detection sensor User Code: 1000 user Capacity: 320GB</p> <p>Printer Features: Print speed: 35-45ppm Reolutions: 1,200 x 1,200 dpi Postscript 3 emulation standard Interface: 2.0 & ethernet Locked Print & Hold Print Printfrom USB/SD Card</p>	5 units	P _____	P _____

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

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ANSON M. T. ASTAG
Chairperson, Bids and Awards Committee

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	<p>Scanner Features: Scan speed: 80 ipm via ARDF (automatic Reversing Document Feeder) Colour Scanning Resolution: 600 dpi Original Size: A5-A3 Scan to folder: 50 folders per job Scan to email: 500 email per job Scan to USB/SD Card Scan to FTP server</p> <p>Inclusions: Five (5) units of copier machine (refurbished) with a combined minimum copy volume per month of 15,000 Free product demo Free maintenance & service guarantee Free supply of consumable and spare parts Fast Efficient technical support within 24 hours upon receipt of request</p> <p>Other Requirement: Exact Catalogues/brochures identifying the machines offered</p> <p>Supplier must be the exclusive distributor of the brand being offered.</p> <p>Additional Requests from Procuring Entity: [] 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: <u>For more info, please contact the end-user at 0953-760-1979/8924-6031 loc. 219</u> <u>Kindly address all proposals to the Chairperson, Bids and Awards Committee</u></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"> 1. DTI/SEC Registration Certificate 2. Valid Mayor's/Business Permit 3. PHILGEPs Certificate of Registration 4. BIR Certificate of Registration (2303) 5. Sign Omnibus Sworn Statement (OSS) <p>Important Note: -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>			

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