



Republic of the Philippines  
Government of Ormoc City  
BIDS AND AWARDS COMMITTEE  
Ormoc City

CTO

P.R. No.: 240064  
Quotation No.: 242891-1736  
PhilGEPs No.: \_\_\_\_\_

Standard Form Title:

**REQUEST FOR QUOTATION**

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by you or your authorized representative not later than \_\_\_\_\_

**LOUCELLE MAE B. ARANETA**  
PROCUREMENT OFFICER

NOTE: (1) ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY WRITTEN.  
(2) DELIVERY PERIOD WITHIN 20 C.D. UPON RECEIPT OF THE APPROVED FUNDED PURCHASE ORDER (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be for a minimum for non-delivery without valid reason.  
(3) WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS OF SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE

OF ACCEPTANCE BY THE END-USER. (4) PRICE VALIDITY SHALL BE FOR A PERIOD OF SIXTY (60) DAYS. (5) G-EPS REG NO., MAYOR'S PERMIT, DTI/SEC, AND FOR ABC'S ABOVE 500K - ITR & OMNIBUS SWORN STATEMENT SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION. (6) BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCTS IF APPLICABLE. (7) THE **APPROVED BUDGET CEILING** FOR THIS PROCUREMENT IS (amount indicated below)

Php 54,000.00

Activities	Schedule	
	FROM	TO
1 Issuance of Canvass	Wednesday January 24, 2024	Monday January 29, 2024
2 Submission of Canvass	Tuesday January 30, 2024	10:00 AM
3 Opening of Canvass	Tuesday January 30, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	PRINTER (lot)	1 lot		
	3 UNITS PRINTER			
	* Printer Type: Print, Scan, Copy, Fax with ADF			
	PRINTING			
	Nozzle Configuration: 180X1 nozzle black, 50x1 nozzle per color			
	Print Direction: Bi-directional printing			
	Maximum Resolution: 5760 x 1440 dpi			
	Maximum Ink Droplet Volume: 3.0 pi			
	Print Speed: Up to 33.0 ppm / 15.0 ppm.			
	COPYING:			
	Copy Speed: Up to 7.7 ipm/3.8 ipm			
	Maximum Copy Resolution: 600 x 600 dpi			
	Maximum Copy Size: Legal 8.5 x 14in.			
	SCANNING:			
	Optical Resolution: 1200 x 2400 dpi			
	CONTROL PANEL:			
	LCD Screen; 4.44" Color LCD Screen.			
	NOTE : ALL IT RELATED ITEMS ABOVE MUST BE DELIVERED IN COMPLIANCE WITH THE REQUIRED TECHNICAL SPECIFICATION OR ITS EQUIVALENT OR HIGHER ANS MUST BE COMPATIBLE WITH THE EXISTING LGU SYSTEMS AND WITH WARRANTY			
GRAND TOTAL >>>				

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_

After having carefully read and accepted your Conditions, I/We quote you on the item at prices noted above and hereby commit to deliver the same if adjudged to have the lowest and responsive quotation.

Business Name

Printed Name/Signature/Date

