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

PESO
P.R. No.: **240244**
Quotation No.: **242917-1749**
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 15 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., MAYORs PERMIT, DTI/SEC, AND FOR ABC's ABOVE 500K - ITR & OMNIBUS SWORN STATEMENT SHALL BE ATTACHED UPON SUBMISSION **(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 ***150,000.00***

Activities		*Schedule*	
		FROM	*TO*
1	Issuance of Canvass	***Friday January 26, 2024***	***Wednesday January 31, 2024***
2	Submission of Canvass	***Thursday February 01, 2024***	***10:00 AM***
3	Opening of Canvass	***Thursday February 01, 2024***	***2:00 PM***

#	*ITEMS AND DESCRIPTION*	*QTY*	*UNIT COST*	*TOTAL*
1	*Photocopier Machine*	*1 unit*		
	PHOTOCOPIER MACHINE			
	SPECIFICATION:			
	MAIN FUNCTION: COPY, PRINT, SCAN, FAX (OPTIONAL)			
	WRITING METHOD: SEMI-CONDUCTOR LASER			
	CPU: ARM CORTEX-A9 (DUAL CORE) 1.2GHZ			
	PRINT SPEED (A4) (MONO): 25PPM			
	SCANNING SPEED (A4): SIMPLEX 50/50 IPM DUPLEX 16/16 IPM			
	MEMORY: STANDARD 1GB (MAX 3GB)			
	PAPER CAPACITY: STANDARD 600 SHEETS [1X500 SHEETS(CASSETT			
	+100 SHEETS			
	MAXIMUM 1,600 SHEETS (MAIN UNIT + 2X500 SHEETS PF-471 X1			
	PAPER WEIGHT: CASSETTE 60-163 G/M2, MPT 45-256 G/M2			
	DUPLEX PRINTING: PAPER SIZE: A5R-A4R/LEGAL; PAPER WEIGHT: 6			
	-163 G/M2			
	OUTPUT CAPACITY: MAX. 250 SHEETS + 50 SHEETS WITH STANDAR			
	JOB SEPARATOR			
	CONTROL PANEL: 4.3-INCH COLOR TOUCH LCD PANEL			
	DOCUMENT PROCESSOR: STANDARD (MAX. 50 SHEETS TYPE)			
	COPY SIZE: MAX.A3(LEDGER)-MIN. A6R			
			Sub-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

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#	ITEMS AND DESCRIPTION	QTY	UNIT COST	TOTAL
	RESOLUTION: 600X600 DPI			
	FIRST COPY TIME (MONO): 5.8 SECONDS			
	MULTIPLE COPY: 1-999			
	PRINT FUNCTIONS: RESOLUTION: 600 X 600 DPI; 1,200 DPI			
	FIRST PRINT OUT TIME: 5.8 SECONDS			
	SCAN FUNCTIONS (STANDARD): COLOR SELECTION: AUTO COLOR			
	RESOLUTION: 600DPI, 400DPI, 300DPI, 200DPI, 200X400DPI,			
	200X100 DPI			
	TRANSMISSION SPEED: 33.6 KPBS			
	MEMORY: 12MB			
	WITH LIFETIME FREE SERVICE			
	WITH STEEL COPIER TABLE			
	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			
	-x-x-x-x-x-x-x- NOTHING FOLLOWS -x-x-x-x-x-x-x-			
			GRAND TOTAL >>>	

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Delivery Period : _____
Warranty : _____
Price Validity : _____

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_____
BUSINESS NAME

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