



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

TOURISM

P.R. No.: 240086  
Quotation No.: 242887-1734  
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 30 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 (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 100,000.00

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		
	BASIC SPECIFICATIONS:			
	*Digital copier with Network Printing, Color Scanning and Network fax			
	*Control Panel Display: 10.9cm (4.3inch) full colour touch panel display			
	*Engine Speed: up to 40 pages A4 per minute			
	*Resolution: 300dpi, 600dpi, 1200dpi			
	*Maximum Duty Cycle: 50,000 pages per month			
	*Warm-up time: Approx. 20 seconds or less			
	*Time to First Print: Approx. 6.4 seconds or less			
	*Time to First Copy: Approx. 6.4 seconds or less			
	*CPU: 800 MHz			
	*Memory: Standard 512MB, Maximum 1,536 MB			
	*Integrated Accounting: 100 department codes			
	*Paper Handling			
	*Input Capacity: 100-sheet multipurpose tray			
	*Duplex Functionality as Standard: Double-sided printing			
	*Output Capacity: Max. 150 sheet face down with paper full detection			
	*Print Functions			
	Copy Functions			
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
	Max. Original Size: A4 / Legal			
	*Continuous Copying: 1-999*			
	*Zoom range: 25-400% in 1% steps			
	*Presets magnification ratios: 7 Reduction / 5 Enlargements			
	*Exposure mode: Manual 9 steps			
	*Scan Functions			
	*Scan speed: 40 ipm(300dpi, A4 b/w, simplex), 23 ipm (300dpi, A4 colour, simplex)			
	*Scan resolution: 300dpi x 300dpi, 200dpi x 200dpi (Default) 200dpi x 100dpi, 600dpi x 600dpi 400dpi x 400dpi 200dpi x 400dpi			
	*Max. scan size: A4, Legal			
	*Fax Function			
	*Modem Speed: Max. 33.6 kbps			
	*Scanning densities:			
	*Normal: 200 x 100dpi, Fine: 200 x 200dpi Superfine: 200 x 400dpi, Ultrafine: 400 x 400dpi			
	*Maximum Original Size: A4, Legal			
	tonner yield 12,000 pages A4			
	Starter toner: toner yield 3,600 pages A4			
	*W / Lifetime Free Service			
	*2 Extra Toner (TK - 1175)			
Sub-Total >>>				

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

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BUSINESS NAME

Printed Name/Signature/Date



