



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

PAIAD

P.R. No.: 240577  
Quotation No.: 243097-1839  
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 25 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 80,000.00

Activities	Schedule	
	FROM	TO
1 Issuance of Canvass	Monday February 19, 2024	Thursday February 22, 2024
2 Submission of Canvass	Friday February 23, 2024	10:00 AM
3 Opening of Canvass	Friday February 23, 2024	2:00 PM

#	Piston	QTY	UNIT COST	TOTAL
1	Photocopier Machine	1 unit		
	BASIC SPECIFICATIONS			
	CONFIGURATION: MULTIFUNCTIONAL PRINTER-PRINT/COLOR SCAN COPY/FAX			
	PAGES PER MINUTE: LETTER: 42 ppm; LEGAL: 34 ppm; A4: 40 ppm			
	DISPLAY: 4.3" COLOR TOUCH SCREEN CONTROL			
	WARM UP TIME:			
	20 SECONDS OR LESS (POWER ON), 10 SECONDS OR LESS FROM SLEEP			
	FIRST PAGE OUT TIME: COPY/PRINT: 6.4 SECONDS OR LESS			
	RESOLUTION: 600x600 dpi, 300x300 dpi, FINE 1200 dpi			
	MEMORY: STANDARD: 512 MB, UPGRADABLE TO 1.5 GB			
	MAXIMUM MONTHLY DUTY CYCLE: 50,000 PAGES PER MONTH			
	PRINT SPECIFICATIONS			
	STANDARD CONTROLLER: 800MHz			
	SCAN SPECIFICATIONS			
	SCAN TYPE: COLOR AND BLACK & WHITE SCANNER			
	SCAN RESOLUTION:			
	600 dpi x 600 dpi, 400 dpi x 400 dpi, 300 dpi x 300 dpi			
	200 dpi x 400 dpi, 200 dpi x 200 dpi, 200 dpi x 100 dpi			
	SCANNING FUNCTIONS: SCAN TO FOLDER SMB, SCAN TO EMAIL, SCAN TO FTP, WSD-SCAN SEND, SCAN TO USB, TWAIN/WIA			
	SCAN SPEEDS: SIMPLEX BW/COLOR: @300 dpi-40 ipm/23 ipm; @600 dpi-18 ipm/7 ipm			
	DUPLEX BW/COLOR: @300 dpi-32 ipm/16 ipm			
	MAX ORIGINAL SIZE DP/GLASS: LEGAL (8.5" X 14")			
	COPY SPECIFICATIONS			
	IMAGE MODE: TEXT & PHOTO, TEXT, PHOTO, MAP			
	CONTINUOUS COPY: STD/MAX: 250/999			
	DOCUMENT PROCESSOR			
	TYPE/CAPACITY: DUAL SCAN DOCUMENT PROCESSOR			
	FAX SPECIFICATIONS			
	TRANSMISSION SPEED/MODEM SPEED: 33.6 kbps			
	FAX MEMORY: 3.5 MB			
	PAPER SUPPLY			
	STANDARD PAPER SOURCES:			
	SINGLE 250 SHEET DRAWER, 100 SHEET MULTIPURPOSE TRAY			
	STANDARD/ MAXIMUM PAPER SOURCES:			



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#	Piston	QTY	UNIT COST	TOTAL
	2/4 INCLUDING MULTIPURPOSE TRAY			
	STANDARD/MAXIMUM PAPER CAPACITY: 350 SHEETS/850 SHEETS			
	W/ LIFETIME FREE SERVICE			
	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