



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

CSU

P.R. No.: 240538  
Quotation No.: 243093-1837  
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., MAYORs PERMIT, DT/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 138,000.00

Activities		Schedule	
		FROM	TO
1	Issuance of Canvass	Wednesday February 07, 2024	Monday February 12, 2024
2	Submission of Canvass	Tuesday February 13, 2024	10:00 AM
3	Opening of Canvass	Tuesday February 13, 2024	2:00 PM

#	Piston	QTY	UNIT COST	TOTAL
1	Computer (set)	1 set		
	Specs:			
	PROCESSOR: Base Frequency:2.5GHz;# of CPU Cores:6;cashe:18MB			
	Total Treads:12			
	MOTHERBOARD: Dual Channel, 2 DIMMs			
	RAM: 8GB			
	HARD DISK : 1TB HDD			
	CASE W/ PSU			
	W/ USB KEYBOARD + MOUSE			
	650VA UPS			
	MONITOR: 23.8 WLED			
	W/ LICENSE OS AND OFFICE			
2	Printer	1 unit		
	Printer Type: Print, Scan, Copy, Fax with ADF			
	Nozzle Configuration: 800 x 1 nozzles each(Black,Cyan, Magenta, Yellow)			
	Print Direction: Bi-directional printing			
	Maximum Print Resolution: 4,800 x 1,200 dpi			
	Minimum Ink Droplet Size: 3.8pl			
	Automatic 2-sided Printing: YES (up to A-4)			
	Maximum Copies from Standalone: 999 copies			
	Reduction/Enlargement : 25 -400% Auto Fit Function			
	Maximum Copy Resolution : 600 x 600 dpi			
	Maximum Copy Size : Legal			
	ISO 24735, A4 (Black/Colour, 1:1) : Up to 22.5 ipm /22.5 ipm			
	SO 24735, A-4 (Black/Colour, 1:2,2:2) Up to 19 ipm / 19 ipm			
	ISO 29183, A4 Simplex (Black/Colour) : Up to 23 ipm / 23 ipm			
	Scanner Type : Flatbed colour image scanner			
	Sensor Type : CIS			
	Optical Resolution : 1200 x 2400 dpi			
	Maximum Scan Area : 216 x 297 mm			
	Scanner Bit Depth (Colour) : 48-bit input, 24-bit output			
	Scanner Bit Depth (Grayscale) : 16-bit input,8-bit output			
	Scanner Bit Depth (Black & White): 16-bit input,1-bit output			
	Type of Fax:Walk-upBlack and White and colour fax capability			



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#	Piston	QTY	UNIT COST	TOTAL
	Paper Feed Method: Friction feed			
	Number Of Paper Trays: 3 (Front 2 Rear 1)			
	Maximum Paper Size: 215.9 x 6,000mm (8.5 x 236.2")			
	LCD Screen : 4.3" TFT Colour Touch LCD			
	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			
<b>GRAND TOTAL &gt;&gt;&gt;</b>				

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

2024-02-240538

Printed Name/Signature/Date