



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

CMO

P.R. No.: 240405
Quotation No.: 243171-1876
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., 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 283,970.00

Activities	Schedule	
	FROM	TO
1 Issuance of Canvass	Tuesday February 13, 2024	Friday February 16, 2024
2 Submission of Canvass	Monday February 19, 2024	10:00 AM
3 Opening of Canvass	Monday February 19, 2024	2:00 PM

#	Piston	QTY	UNIT COST	TOTAL
1	Photocopier Machine	1 unit		
	Main Function: Copy, Print, Scan, Fax (Optional)			
	Writing Method : Semiconductor Laser			
	CPU : 1.2GHz			
	Print Speed (A4) (Mono/Color) : 24/24 ppm			
	Scanning Speed (A4) 300dpi			
	Simplex : 505/50 ipm			
	Duplex : 16/16 ipm			
	Memory : Standard 1.5GB (Max, 3GB)			
	SSD Capacity : SSD 32GB (Optional) / SSD 128GB (Optional)			
	Warm Up Time : 30 seconds or less			
	Paper Capacity :			
	Standard - 600 sheets [1 x 500 sheets (Cassette) + 100 sheets (MPT)]			
	Maximum : 1,600 sheets (Main Unit + 2 x 500 sheets PF-471 x 1 + MPT)			
	Paper Size:			
	Cassette - Min. A5R - Max. A3 (Legal)			
	MPT - Min. A5R - Max. A3 (Legal)			
	Paper Weight:			
	Cassette - 60 - 256 g/m2			
	MPT - 60 - 256 g/m2			
	Duplex Printing - Paper Size: A5R - A4/Legal; Paper weight:			
	60 - 120 g/m2			
	Output Capacity : Max. 250 sheets + 30 sheets with standard job separator			
	Control Panel - 4.3-inch Color Touch LCD Panel			
	Document Processor - Standard (Max. 50 sheets RADF Type)			
	Weight (Main Unit) - Approx. 76kg			
	COPY FUNCTIONS (STANDARDS)			
	Copy Size - Max. A3 (Ledger) - Min. A6R			
	Resolution - 600 x 600 dpi			
	First Copy Time (Mono/Color) - 7.6/ 9.8 seconds			
	Zoom Ratio:			
	Manual - 25% - 400% (1% per step)			
	Pre-defined - 5R5E			
	Multiple Copy 1 - 999			



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#	Piston	QTY	UNIT COST	TOTAL
	PRINT FUNCTIONS (STANDARDS)			
	Resolution : 600 x 600 dpi; 1,200 x 1,200 dpi			
	First Print Out Time (Mono/Color)			
	7.5/10.2 seconds			
	SCAN FUNCTIONS (STANDARD)			
	Color Selection : Auto Color			
	Resolution : 600 dpi, 400dpi, 300dpi, 200dpi, 200x400dpi			
	200x100dpi			
	FAX FUNCTION (OPTIONAL)			
	Original Size: Max. A3 (Ledger) - Min. A5 (Statement)			
	Transmission Speed : 33.6 kpbs			
	Memory : 12MB			
	W/ Extra Paper Cassette			
	Drumlife - 200,000 copies			
	with 1 set of Ink (Black, Magenta, Yellow, Cyan)			
	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