



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

PAIAD

P.R. No.: 240759
Quotation No.: 243273-1927
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., 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 213,000.00

	Activities	Schedule	
		FROM	TO
1	Issuance of Canvass	Tuesday February 20, 2024	Friday February 23, 2024
2	Submission of Canvass	Monday February 26, 2024	10:00 AM
3	Opening of Canvass	Monday February 26, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	Risograph Machine	1 unit		
	TYPE:			
	TABLE TOP			
	MASTER MAKING:			
	THERMAL DIGITAL			
	23 SECONDS (A4.100%) MASTER MAKING SPEED			
	RESOLUTION:			
	300dpiX600dpi Scan			
	300dpiX600dpi Print			
	SCANNING METHOD:			
	AUTOMATIC DOCUMENT FEEDER			
	FLATBED SCANNER:			
	STENCIL PRINT			
	DOCUMENT TYPE:			
	SHEETS			
	DOCUMENT SIZE:			
	271X420mm MAX			
	100X148mm MIN			
	PAPER SIZE:			
	297X420mm MAX			
	100X148mm MIN			
	IMAGE AREA:			
	250X355mm			
	CAPACITY:			
	1,300 SHEETS (64gsm) FEEDER			
	1,300 SHEETS (64gsm) STACKER(INSTALLED ON CABINET)			
	900 SHEETS (64gsm) STACKER (USED AS TABLE TOP)			
	PAPER WEIGHT:			
	45-210gsm			
	ZOOM:			
	50-200% ZOOM			
	57,70,81,86,94,115,122,141,173% PRESET REDUCTION/ENLARGEMENT			
	x94% MARGIN			
	IMAGE MODES:			
	TEXT, PHOTO, TEXT/PHOTO, PENCIL			
	PRINT SPEED:			
	60-130ppm 3STEP			



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#	Item and Description	QTY	UNIT COST	TOTAL
	REGISTRATION ADJUSTMENT:			
	+15mm VERTICAL			
	+15mm HORIZONTAL			
	INK SUPPLY METHOD:			
	FULLY AUTOMATIC			
	MASTER FEEDING METHOD:			
	FULLY AUTOMATIC			
	OTHER FUNCTION:			
	INK SAVE MODE, MULTIPLE EXPOSURE, CONFIDENTIAL SAFEGUARD			
	90,180 DEGREE ROTATION, MASTER RE-MAKE, REPEAT COUNTER			
	PRE-PRINT, INTERVAL PRINT			
	EQUIPMENT & PARTS WARRANTY:			
	ALL EQUIPMENT IS GUARANTEED AGAINST FACTORY MECHANICAL DEFECTS FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF INSTALLATION			
	LIFETIME FREE SERVICE WARRANTY, WHICH INCLUDES REGULAR MONTHLY PREVENTIVE MAINTENANCE (PMS)			
	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