



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

CCO

P.R. No.: 240904  
Quotation No.: 243483-2032  
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 300,000.00

	Activities	Schedule	
		FROM	TO
1	Issuance of Canvass	Thursday March 14, 2024	Tuesday March 19, 2024
2	Submission of Canvass	Wednesday March 20, 2024	10:00 AM
3	Opening of Canvass	Wednesday March 20, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	Risograph Machine	1 unit		
	Master Marking/ Printing Methods:			
	High-speed digital master-making/fully automatic printing			
	Original type: Book of Sheet			
	Master Making Time* <sup>1</sup>			
	Quick Master making mode: Approx. 17 seconds (letter, short-edge feed)			
	Normal master making mode: Approx. 19 seconds (letter, short-edge feed)			
	Resolution			
	Scanning: 600 dpi x 600 dpi			
	Printing: 300 dpi x 600 dpi, Quick Master Making mode:			
	300 dpi x 400 dpi			
	Maximum Scanning Area: 11 11/16 inches x 17 inches (297mm x 432mm)			
	Print Paper Weight: 12-lb bond to 42-lb bond (46 gsm to 157gsm)			
	Print Paper Size: 3 15/16 inches x 5 13/16 inches to 12 7/32 inches x 17 inches (100mm x 148mm to 310 mm x 432 mm)			
	Maximum Printing Area: 8 1/4 inches x 14 1/16 inches (210mm x 357 mm)			
	Paper Feed Tray Stacking Capacity: 1000 sheets* <sup>2</sup> , stacking height of 4 11/32 inches (110 mm) or lower			
	Paper Receiving Tray Stacking Capacity: 1000 sheets* <sup>2</sup> stacking height of 4 11/32 inches (110mm) or lower			
	Print Speed 5 levels: 60,80,100,120 and 130 ppm			
	Print Position Adjustment Horizontal: ± 19/32 inches, Vertical: ±13/32 inches (Horizontal:±15mm, Vertical: ±10 mm)			
	Image Processing Mode: Line, Photo, Duo, Pencil			
	Print Reproduction Ratio			
	Type: inch			
	Zoom: (50% to 200%) Free, 100% reduction ratio, 3 levels of enlargement (154%, 129%,1217%), 4 levels of reduction (94%, 78%,65%,61%)			
	Type: mm			
	Zoom: (50% to 200%), Free, 100% reduction ratio, 3 level of enlargement (141%, 122%, 116%), 4 level of reduction			



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#	Item and Description	QTY	UNIT COST	TOTAL
	(94%, 87%, 82%, 71%)			
	User Interface LCD Panel			
	Functions			
	Original Scanning mode, Scanning Level, Enlargement/			
	Reproduction, Dot Process, 2-Up, Book, Ink Saving, Quick			
	Master Making, ADF-Semi-Auto* <sup>3</sup> , Speed, Density, Print			
	Positions, Program A/B, Job Separator* <sup>3</sup> Idling, Confidential,			
	Meter Display, Count Report Output, Proof, Direct Printing,			
	USB Flash-via-Printing, Auto Sleep Setting, Auto Power-Off			
	Setting, ECO mode, RISO iQuality System			
	Ink Supply: Full automatic (1000 ml/cartridge)			
	Master Supply/ Disposal Full automatic (Legal: approx. 250			
	sheets per roll)/ Disposal capacity: approx. 100 sheets			
	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

Printed Name/Signature/Date