



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

CCO

P.R. No.: 241231  
Quotation No.: 243741-2161  
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 \_\_\_\_\_

**KATHERYN A. SOLAÑA**  
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., 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 300,000.00

Activities	Schedule	
	FROM	TO
1 Issuance of Canvass	Monday April 22, 2024	Thursday April 25, 2024
2 Submission of Canvass	Friday April 26, 2024	10:00 AM
3 Opening of Canvass	Friday April 26, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	Digital Duplicator	1 unit		
	Master Marking/ Printing Methods:			
	High-speed digital master-making/ fully automatic Printing			
	Master Making Time*1			
	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			
	Print Paper Weight: 12-lb bond to 42lb bond (46gsm to 157gsm)			
	Print paper Size: 3 15/16 inches x 5 13/16 inches to 12 7/32 inches x 17 inches			
	Maximum Printing Area: 8 1/4 inches x 14 1/16 inches			
	Paper Feed Tray Stacking Capacity: 1000 sheets, stacking height of 4 11/32 inches			
	Paper Receiving Tray Stacking Capacity: 1000 sheets, stacking height of 4 11/32 inches			
Sub-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

2024-04-241231





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#	Item and Description	QTY	UNIT COST	TOTAL
	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: ±10mm)			
	Image Processing Mode: Line, Photo, Duo, Pencil			
	User Interface LCD Panel			
	Functions			
	Original Scanning mode, Scanning Level, Enlargement/ Reproduction, Dot Process, 2-Up, Book, Ink Saving, Quick Master Making, Speed, Density, Print Positions, Program A/B, check, Slip sheet sorting, Job Separator**3 Idling, Confidential Meter Displ			
	Count Report Output, Proof, Direct Printing, USB Flash-via-Printin			
	Paper Memory Print, Auto Sleep Setting, Auto Power-Off Setting			
	ECO mode, PC Interface USB2.0, Ethernet:100BASE-T*5			
	Ink Supply: Full automatic (1000 ml/ cartridge)			
	Master Supply Capacity: Full automatic (Legal: approx.250 sheets per roll)			
	Master Disposal capacity: approx. 100 sheets			
	Electronic Stapling capacity: 30 sheets flat clinch- FREE			
	Terms & Conditions:			
	Deliver genuine & brand-new item as to given specifications			
	Lifetime free on-site service with monthly preventive			
Sub-Total >>>				

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_

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Business Name

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Printed Name/Signature/Date



