



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

CMO

P.R. No.: 241333  
Quotation No.: 243781-2181  
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 15 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	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	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 : 16/16ipm			
	Memory : Standard 1.5GB (Max, 3GB)			
	SSD Capacity : SSD 32GB (Optional) / SSD 128GB (Optional)			
	Warm Up Time : 30 seconds or less			
	Paper Capacity : Standards - 600 sheets [1 x 500 sheets (Cassette) + 100 sheets (MPT)]			
	Maximum : 1,600 sheets (Main Unit + 2x500 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			
	Duplex Printing - Paper Size: A5R - A4/Legal; Paper Weight:			
	60 - 120 g/m2			
	Output Capacity: Max. 250 sheets + 30 sheets with standard			
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

2024-04-241333





