



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

OCA

P.R. No.: 240373
Quotation No.: 244111-2346
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 20 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 229,000.00

	Activities	Schedule	
		FROM	TO
1	Issuance of Canvass	Wednesday June 05, 2024	Monday June 10, 2024
2	Submission of Canvass	Tuesday June 11, 2024	10:00 AM
3	Opening of Canvass	Tuesday June 11, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	Photocopier Machine	1 unit		
	TECHNICAL SPECIFICATIONS:			
	GENERAL TYPE: Monochrome multifunctional for A4/A3 format			
	ENGINE SPEED: Upto 25 / 12 pages A4 / A3 per minute			
	RESOLUTION: 1200x1200 dpi (print) 600x600 dpi (scan/copy)			
	WARM UP TIME: 20 seconds or less			
	TIME TO FIRST PRINT: Approx 5.8 seconds or less			
	TIME TO FIRST COPY: Approx 7.0 seconds or less			
	GENERAL MEMORY: 1024 MB, max. 3072 MB			
	INPUT CAPACITY: 100 sheet multi purpose tray			
	MAX INPUT CAPACITY: 1600 sheets with options			
	DUPLEX UNIT: Duplex as standard supports 60-163g/m2			
	PRINT PROCESSOR: 1.2 Ghz			
	COPY: Maximum original size: A3 / Ledger			
	DIGITAL COPY: Scan-once-copy-many, electronic sort, 2in1			
	ZOOM RANGE: 25-400% in 1% steps			
	CONTINUES COPY: 1-999			
	SCAN: Scan resolution: 200dpi, 300dpi, 400dpi, 600dpi			
	SCAN SPEED: 50 ipm, scanning speed 2.0 seconds or less			
	TRANSMISSION AND MODEM SPEED: max 33.6 kbps			
	MAINTENANCE KIT: 300,000 copies			
	WITH EXTRA PAPER CASSETTE and LIFETIME FREE SERVICE			
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

2024-06-240373





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#	Item and Description	QTY	UNIT COST	TOTAL
2	Paper Shredder	1 unit		
	TECHNICAL SPECIFICATIONS			
	* Deskside document shredder			
	* Performance and convenience directly at the desk			
	* Waste collection volume 40 liters			
	* Wattage 650 watts			
	* Crosscut			
	* Convenient swivel castors, 2 of which with lockable brakes for secure positioning			
	* Can be locked to prevent unauthorized use			
	* With automatic motor cut-out after 30 min without use			
	* Automatic paper feeder upto 300 sheets (80gsm)			
	* Visual overload indicator			
	* Manual paper feeder, 12-14 sheets of paper (80gsm)			
	* Dimensions: (H x W x D): 642 x 432 x 355mm			
	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			
	-x-x-x-x-x-x-x- NOTHING FOLLOWS -x-x-x-x-x-x-x-			
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

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