



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

CCO

P.R. No.: 241687  
Quotation No.: 244173-2377  
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 \_\_\_\_\_

**KATHERINE A. SOLAÑA**  
PROCUREMENT OFFICER

NOTE: (1) ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY WRITTEN.  
(2) DELIVERY PERIOD WITHIN 120 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 338,800.00

	Activities	Schedule	
		FROM	TO
1	Issuance of Canvass	Tuesday June 18, 2024	Friday June 21, 2024
2	Submission of Canvass	Monday June 24, 2024	10:00 AM
3	Opening of Canvass	Monday June 24, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	Machine, Shorthand (set)	1 set		
	Stenograph Steno Writer and Computer-aided			
	Transcription Software			
	Steno Package:			
	Steno Writer			
	License with Laptop 4-year subscription			
	Inclusions:			
	Delivery and 2-day Online User Training			
	Steno Machine Writer with Computer aided Transcription			
	Software Package:			
	Specification			
	Display Screen: Active-matrix color TFT-LCD			
	Screen Size: at least 7 inches			
	Resolution: 800 x 400			
	Tilt Range: 180 degrees			
	Font size: 1 to 5			
	Memory: At least 12,000 strokes			
	Dimension: Manufacturers Standard			
	Realtime Connection: USB			
	Accessories: Tripod,			
	Micro USB Cable			
	Charger			
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

2024-06-241687





