



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

GSD

P.R. No.: 241646  
Quotation No.: 244203-2392  
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-EP5 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 311,000.00

	Activities	Schedule	
		FROM	TO
1	Issuance of Canvass	Tuesday June 25, 2024	Friday June 28, 2024
2	Submission of Canvass	Monday July 01, 2024	10:00 AM
3	Opening of Canvass	Monday July 01, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	COPIER	1 unit		
	Basic Specification/Copy Function			
	Type : Desktop			
	Memory Capacity: 1GB (Onboard) (Max: 1GB)			
	Colour Capacity: Full colour			
	Scan Resolution: 600 x 600 dpi			
	Printing Resolution: 1,200 x 2,400dpi(Text/Text-Photo/Photo)			
	Warm-up Time*1 : 44 seconds or less			
	Recovery Time: 15 seconds or less			
	Original Size: Maximum of A3			
	Paper Tray: 60 to 90 gsm			
	Bypass Tray: 60 to 216 gsm			
	First Copy Output B/W: 8.6 sec.			
	Colour: 10.8 sec.			
	A4 LEF B/W: 24 ppm, Colour: 24ppm			
	Letter LEF B/W: 24 ppm, Colour: 24 ppm			
	* Paper Tray Capacity** Standard: 250 sheets x 1-tray +			
	Bypass Tray 110 sheets*5			
	Optional Tray Module: 500 sheets			
	Max 860 sheets (Standard + Tray Sheets)*5			
	Output Tray Capacity*4 250 sheets (A4 LEF), 200 sheets(A3)			
	PRINT FUNCTION			
Sub-Total >>>				

\*

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

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Business Name

Printed Name/Signature/Date





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	Type: Built-in type			
	Continuous Print Speed *1: Same as the Basic Specifications/ Copy Function			
	Printing Resolution: Standard: 1,200 x 2,400 dpi, High Quality*2: 1,200 x 2,400dpi			
	SCAN FUNCTION			
	Type: Colour Scanner			
	Scan to PC: Monochrome binary/Grayscale: 600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi, 150 x 150 dpi			
	Colour: 600 x 600 dpi* 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi, 150 x 150 dpi			
	Scan Resolution			
	Scan Speed: Same as the Scan Speed for the Duplex Automatic			
	Document feeder			
	FAX FUNCTION (Optional)			
	Original Size: Max. A3, 11 x 17"			
	Transmission Type: 3 seconds and more but fewer than 4 seconds*			
	DUPLEX AUTOMATIC DOCUMENT FEEDER			
	Original Size/Paper: Max. A3 11 x 17", Min. A5*1			
	Weight: 38 to 128 gsm			
	Capacity*3: 110 sheets			
Sub-Total >>>				

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2024-06-241646







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	Features: Dual-LED flash, HDR			
	Selfie Camera: Single 8 MP			
	USB : USB type-C			
	STORAGE 128GB			
3	Paper Shredder	1 unit		
	Shred Type Cross Cut			
	Shred Capacity(Sheets / 75 gsm) 20			
	Shred Size (mm) 4 x 40mm			
	Particles per A4 Sheet >385			
	Security Level(DIN66399) P-4			
	Paper Entry Width(mm) 220			
	Waste Bin Capacity (litres) 26.5			
	Pull Out Waste Bin Yes			
	Castors Yes			
	Average Speed (metres/min) 1.8			
	Shreds Staples Yes			
	Paper Sensor Optical			
	Duty Cycle 60 mins on/50 mins off			
	Noise Level(db) 60			
	Machine Size(mm) 414x302x666mm			
	NOTE : ALL IT RELATED ITEMS ABOVE MUST BE DELIVERED IN COMPLIANCE WITH THE REQUIRED TECHNICAL SPECIFICATION			
Sub-Total >>>				

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	OR ITS EQUIVALENT OR HIGHER ANS MUST BE COMPATIBLE WITH THE EXISTING LGU SYSTEMS AND WITH WARRANTY			
4	COPIER	1 unit		
	Specs			
	Machine Type Monochrome A4 Laser Multifunctional			
	Core Function Print, Copy, Scan and Send			
	Control Panel 12.7cm(5 inch) TFT LCD WVGA Colour Touch panel			
	Memory Standard: 1.0 GB RAM			
	Storage 2GB			
	Paper Supply Capacity (A4,80gsm) Standard: Paper Cassette: 550 sheet Multi-purpose tray: 100 sheet Maximum: 2,300 sheets (with PAPER FEEDER PF-C1x3)			
	Paper Output Capacity (A4, 80 gsm) Standard: 150 sheets			
	Toner (Estimated Yield @ 5% Coverage) Black: 20,500 impressions (A4)			
	Warm-up Time From Power On: 14 Seconds or Less *2			
	From Sleep Mode: 4 seconds or less			
	PRINT			
	Print Speed(BW) 1-sided: Up to 43/43 ppm(A4)			
	2-sided: Up to 36/36 ppm (A4)			
	Print Resolution(dpi) 600 x 600			
	COPY			
Sub-Total >>>				

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