



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

CEO

P.R. No.: 242073

Quotation No.: 244557-2569

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 121,980.00

Activities	Schedule	
	FROM	TO
1 Issuance of Canvass	Thursday August 15, 2024	Tuesday August 20, 2024
2 Submission of Canvass	Thursday August 22, 2024	10:00 AM
3 Opening of Canvass	Thursday August 22, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	Printer	2 unit		
	PRINTER TYPE: Print, Scan, Copy, Fax w/ ADF PRINTING.			
	NOZZLE CONFIGURATION: 800 X 1 nozzle Black, 256 x 1 nozzles per colour (Cyan, Magenta, Yellow)			
	PRINT DIRECTION: Bi-directional printing			
	MAXIMUM RESOLUTION: 4800 X 2400 dpi			
	MINIMUM INK DROPLET VOLUME: 3.8 pl			
	PRINT SPEED*1: Draft Text - Up to 32.0 ppm / 22.0 ppm			
	AUTOMATIC 2-SIDED PRINTING: Yes (Up to A3)			
	COPY SPEED: Up to 23.0 ipm / 10.0 ipm			
	MAXIMUM COPIES FROM STANDALONE: 999 Copies			
	REDUCTION/ENLARGEMENT: 25 - 400%			
	MAXIMUM COPY RESOLUTION: 600 x 600 dpi			
	MAXIMUM COPY SIZE: A3			
	SCANNER TYPE: Flatbed colour image scanner			
	SENSOR TYPE: CIS			
	OPTICAL RESOLUTION: 1200 x 2400 dpi			
	MAXIMUM SCAN AREA: 297 x 431.8 (mm)			
	TYPE OF FAX: Walk-up Black-and-white and Colour Fax Capability			
	FAX RESOLUTION: Up to 200 x 200 dpi			
	SUPPORT PAPER THICKNESS: 64-95 g/m2			
	PAPER CAPACITY: 50 Sheets / PAPER FEED METHOD: Friction Feed			
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

2024-08-242073



