



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

Mandatory to fill in

COMPANY NAME:

Quotation No. 23-09-627

CONTACT No.

Purchase Request No. G-2023-09-0886

Address:

Purpose: FOR OFFICE EQUIPMENT

TIN No.

ABC: 46,700.00

PhilGEPS Registration No.

Please indicate days of delivery: _____ Calendar Days

EMAIL ADDRESS:

upon receipt of Purchase Order

INSTRUCTIONS TO SUPPLIERS:

1. Please quote your lowest price on the item/s listed below comprising the necessary taxes.

2. It is mandatory to indicate the brand and/or model of the items being offered and to attach a brochure thereof whenever applicable

3. Indicate the warranty period in cases of equipment or whenever applicable.

4. Forthwith submit the accomplished quotation duly signed by your representative.

5. Suppliers are required and mandated to attach and submit the following documentary requirements:
a) Valid Mayor's/ Business Permit; b) BIR Certificate of Registration; c) Authority to Print Receipt; and d) PhilGEPS Membership Certificate

6. All items must conform with the internationally accepted standard and sub-standard items shall not be accepted.
- Pls. fill up this blank space

ITEM NO.	ITEM & SPECIFICATION	QTY	UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	BLACK AND WHITE PHOTOCOPIER WITH ADF	1	unit			
	General Type: Colour Multifunctional for A4 format					
	Technology:Laser, Black and White					
	Engine Speed: Up to 45 ppm A4					
	22.5 page ppm A4 (Duplex)					
	Resolution: 1200 x 1200 dpi (print), 600x600 dpi, (copy/scan)					
	Warm-up time: Approx. 16 seconds or less from power on\					
	Time to first page: Approx. 7 secs. Or less (platen/DP)					
	PAPER HANDLING					
	Input capacity: Multi-purpose tray: 100 sheets, 60-220g/m2, A4, A5,A6, B5, Letter, Legal, Folio, Custom (70x148 to 216 x 356 mm)					
	Max. output capacity: 250 sheets face down					
	Max. original size: A4/ Legal					
	Digital copy features: Scan-once-many, electronica sort (collate), ID card copy, 2in1, 4in1, outo cassette change, Skip blank page					
	Exposure modes: Auto, manual: 9 steps					
	Preset magnification ratios: 7 reductions/5 Enlargements					
	Zoom range: 25-400% in 1% steps					
	Continuous copy: 1-999					
	Image adjustments: Text + photo, photo, text, chart/map, printed document					
	Interfaces: Gigabit Ethernet (10 BaseT/100BaseTX/1000BaseT),					
	File Type: TIFF, PDF, PDF/A, JPEG, XPS, Open, XPS, Encrypted PDF, High compression PDF, PDF/A-1a/b, PDF/A-2a/b/u					
	Original recognition: Text, photo, text+photo, light text, optimized for OCR					
	Max. scan size: A4/Legal					
	Scan functionalities: Scan-to-Email, Scan-to-FTP, Scanto-SMB, Scan to USB Host, Network TWAUB, WIA, WSD Scan					
	Scan Resolution: 600, 400, 300, 200 dpi, 256 greyscale per colour					
	Scan speed: 60 ipm (300 dpi, A4, b/w) 40 ipm (300 dpic, A4 colour) 26 ipm (300 dpi, A4, b/w) (Duplex) 17 ipm (300 doi, A4 colour) (Duplex)					
	By Lot					
	NOTE: Please attach brochure and indicate days of delivery					

Accomplished by:

By the authority of the University President.

Supplier's Representative
(Print name and Signature)

DR. CECILIA A. GERONIMO
BAC Chairperson

Date Accomplished : _____

Canvassed by:

Name and Signature