



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

****Mandatory to fill in****

COMPANY NAME:	Quotation No. 21-136-03
ADDRESS:	Purchase Request No. G-2021-03-0231
CONTACT No.	Purpose: for ILCA and President's Office use
TIN No.	ABC: Php 56,000.00
PhilGEPS Registration No.	Delivery Period: 7 calendar days upon receipt of Purchase Order
EMAIL ADDRESS:	

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; d) DTI/SEC Registration; e) PhilGEPS Membership Certificate; and f) PCAB License in cases of Infrastructure projects.
6. All items must conform with the internationally accepted standard and sub-standard items shall not be accepted.

ITEM NO.	ITEM & SPECIFICATION	QTY/UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	Scanner with Feeder	2/pc			
	Specifications Scanner:				
	*Scanner Type:				
	Sheet-fed, one-pass duplex color scanner				
	*Photoelectric Device:				
	Color Contact Image Sensor (CIS)				
	*Optical Resolution:				
	600 dpi				
	*Color Bit Depth:				
	30-bit input				
	*Grayscale Bit Depth:				
	24-bit output				
	*Light Source:				
	3-color RGB LED				
	*Scanning Speed:				
	35 ppm/70ipm: 300 dpi Black & White, Color, Gray1				
	Automatic Document Feeder:				
	*Capacity:				
	50 sheets				
	*Document Size:				
	Paper size Minimum: 2" x 2"				
	Paper size Maximum: 8.5" x 240				
	*Daily Duty Cycle:				
	4,000 sheets				
	*Consumables:				
	Roller Assembly kit: 200,000 cycles				
	<i>Please attach brochure or sample picture of the said item/s</i>				

Accomplished by:

By the authority of the University President

Supplier's Representative
(Print name and Signature)

DR. DOLLY P. MAROMA
BAC Chairman

Date Accomplished : _____

Canvassed by:

Name and Signature