



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:	Quotation No. 21-442-11
ADDRESS:	Purchase Request No. G-2021-11-0726
CONTACT No.	Purpose: For Accreditation
TIN No.	ABC: 58,500.00
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	Wi-Fi All-in-One Ink Tank Printer with ADF	3 unit			
	Printer Type: Print, Scan, Copy with ADF				
	Print Direction: Bi-directional printing, Uni-directional printing				
	Maximum Resolution: 4800 x 1200 dpi (with Variable-Sized Droplet Technology)				
	Minimum Ink Droplet Volume: 3.3 pl				
	Print Speed:				
	Draft Text - Memo, A4 (Black/Color): Up to 33 ppm / 20 ppm				
	ISO 24734, A4 (Black/Color): Simplex: Up to 15 ipm / 8.0 ipm, Duplex: 6.5 ipm / 4.5 ipm				
	Photo Default - 10 x 15 cm / 4 x 6": Approx. 69 sec per photo (Border) / 92 sec per photo (Borderless)				
	Printer Language: ESC / P-R				
	Automatic 2-sided printing: Yes (up to A4)				
	Copy Speed:				
	ISO 29183, A4, Simplex (Black/Color): Simplex: Up to 11 ipm / 5.5 ipm				
	Copy Quality: Normal / Best quality				
	Maximum Copies from Standalone: 99 copies				
	Reduction / Enlargement: 25 - 400%, Auto Fit Function				
	Maximum Copy Resolution: 600 x 1200 dpi				
	Maximum Copy Size: A4, Letter				
	Scanning:				
	Scanner Type: Flatbed color image scanner				
	Sensor Type: CIS				
	Optical Resolution: 1200 x 2400 dpi				
	Maximum Scan Area: 216 x 297 mm (8.5 x 11.7 ")				
	Scan Speed (Flatbed / ADF (Simplex)): Monochrome 200 dpi: 12 sec / 5.0 ppm Color 200 dpi: 27 sec / 5.0 ppm				
	ADF Function:				
	Support Paper Thickness: 64-95 g/m <sup>2</sup>				
	Paper Capacity: 30 pages (75 g/m <sup>2</sup> )				
	Paper Handling:				
	Paper Feed Method: Friction feed				
	Number of Paper Trays: 1 (Paper Cassette)				
	Paper Hold Capacity: Input: 150 sheets, A4 Plain Paper (80 g/m <sup>2</sup> ) Output: 30 sheets, A4 Plain Paper 20 sheets, Premium Glossy Photo Paper				
	Interface: USB 2.0				
	Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct				
	Printer Software: Operating system compatibility for Windows and MacOS				
	Warranty: Minimum of 1 year for parts of services				
	<b>Note: Please attach brochure or sample picture if any</b>				

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