



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:	Quotation No. 22-06-393
CONTACT No.	Purchase Request No. G-2022-06-0567
Address:	Purpose: For office use
TIN No.	ABC: 7,500.00
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; and d) PhilGEPS Membership Certificate
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	CIS Colored Printer	1 unit			
	Unit Specification: Printing Method Ink Technology: Dye Ink Printing Resolution: 720 x 720 DPI Print Printing Speed ISO/IEC 24734: 8.5 pages/min Monochrome, 4.5 pages/min Colour Colours: Black, Cyan, Yellow, Magenta Paper / Media Handling Number of paper trays: 1 Paper Formats: Legal, User defined, Letter, A4 Duplex: Manual Multifunction: 50 Sheets Standard Media Handling: Manual duplex General Supply Voltage: AC 100 V - 240 V Compatible Operating Systems: Windows 10 (32/64 bit), Windows 8.1 (32/64 bit), Windows 8 (32/64 bit), Windows 7 SP1 (32/64bit), Windows Vista SP2 (32/64bit), Windows XP SP3 (32bit), Windows 2000 SP4, Windows Server 2016, Windows Server 2012 R2, Windows Server 2012, Windows Server 2008 R2 SP1, Windows Server 2008 SP2 (32/64bit) Interfaces: USB Power Supply: 100V, 110V, 220V, 240V				
	NOTE: Please attach brochure and indicate days of delivery				

Accomplished by:

 Supplier's Representative
 (Print name and Signature)

Date Accomplished : _____

By the authority of the University President.

DR. DOLLY P. MAROMA
 BAC Chairman

Canvassed by:

 Name and Signature