



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

Mandatory to fill in	
COMPANY NAME:	Quotation No. 22-07-451
CONTACT No.	Purchase Request No. G-2022-07-0623,G-2022-07-0655, G-2022-07-0656
Address:	Purpose: For office use
TIN No.	ABC: 90,000.00
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) PhilGEPS Membership Certificate and e) Omnibus Sworn Statement
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	3-in-1 Continuous Printer with ADF (Wi-Fi Direct Compatibility)	2 units			
	Specification: •Printer Type: Print, Scan, Copy with ADF •Printing: Nozzle Configuration: Black, Colour (Cyan, Magenta, Yellow) Maximum Resolution: 5760 x 1440 dpi •Copy: Maximum Copy Size: Legal Copy Resolution: 600 x 600 dpi •ADF: Paper Capacity: Min. 20 pages (A4), Min. 10 pages (Legal) •Scan Function: Scanner Type: Flatbed colour image scanner Sensor Type: CIS Optical Resolution: 1200 x 2400 dpi •Scan Speed: Flatbed / ADF (Simplex): Black, Colour •Paper Handling: Number of Paper Trays: 1 Maximum Paper Size: 215.9 x 1200 mm Paper Size: Legal, 8.5 x 13 ", Letter, A4, B5, A5, A6, B6, 5 x 7 ", 4 x 6 ", Envelopes #10, DL, C6□ •Interface: USB: USB 2.0, Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct Network Protocol: TCP/IPv4, TCP/IPv6, LPD, IPP, PORT9100, WSD				
	Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD •Operating System Compatibility: Windows XP / Vista / 7 / 8 / 8.1 / 10 / 11 Windows Server 2003 / 2008 / 2012 / 2016 Mac OS X 10.6.8 or later •WARRANTY: Minimum of 1 year for parts and service□				
	page 1 of 2				
	NOTE: Please attach brochure and indicate days of delivery				

Accomplished by:	By the authority of the University President.
<div>Supplier's Representative (Print name and Signature)</div>	<div>DR. DOLLY P. MAROMA BAC Chairman</div>
Date Accomplished : _____	Canvassed by:
	<div>Name and Signature</div>

BulSU-OP-PU-03F3
Revision: 1
JAM 7-20-2022



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ITEM NO.	ITEM & SPECIFICATION	QTY/UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
2	Color Laser Printer (Wireless Capability) ☐	2 units			
	Specification: •Print Technology: Laser •Function: Print •Print Speed: Black – Max. 22ppm, Color – Max. 22ppm, First page out (Black) – 10.20 sec, First page out (Color) – 11.80 sec •Resolution: Black – 600 x 600 dpi, Color – 600 x 600 dpi •Print Cartridges: 4 (Black, Cyan, Magenta, Yellow) •Paper Trays: 2 •Mobile Printing Capability: Yes •Duplex Printing: Yes •Paper Handling: Paper Size - Letter, Legal, Executive, Oficio, 4 x 6, 5 x 8, A4, A5, A6, B5(JIS), B6(JIS), 10x15cm, 195x270mm(7.6 x 10.6); 16K 184x260mm(7.2 x 10.2); 16K 197x273mm(7.8 x 10.7); Postcard (JIS)(3.9 x 5.8); Double Postcard(JIS)(5.8 x 7.9); Envelope #10(4.1 x 9.5); Envelope Monarch(3.9 x 7.5); Envelope B5(6.9 x 9.8); Envelope C5(6.4 x 9); Envelope DL(4.3 x 8.7); A5-R(8.3 x 5.8) Paper Type - Bond, brochure, colored, glossy, heavy, letterhead, light, photo, plain, preprinted, prepunched, recycled, rough, transparencies, labels, envelopes, cardstock				
	•Interface: USB:USB 2.0 Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct Network Protocol: TCP/IPv4, TCP/IPv6, LPD, IPP, PORT9100, WSD Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD •Operating System Compatibility: Windows XP / Vista / 7 / 8 / 8.1 / 10 / 11 Windows Server 2003 / 2008 / 2012 / 2016 Mac OS X 10.6.8 or later •Peripherals: USB Cable Included, Ink Cartridges, User’s Manual •WARRANTY: Minimum of 1 year for parts and service☐				
	BY LOT				
	<i>page 2 of 2</i>				
	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. DOLLY P. MAROMA
BAC Chairman

Date Accomplished : _____

Canvassed by:

Name and Signature