



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:	Quotation No. 22-08-496
CONTACT No.	Purchase Request No. F-2022-08-0392
Address:	Purpose: For Registrar Office use
TIN No.	ABC: 250,000.00
PhilGEPS Registration No.	Delivery Period: <b>7 Calendar</b> 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	COLOR COPIER	1 unit			
	Unit Specification:				
	General:				
	Warm up time: Maximum 33 seconds				
	First output speed full colour: Maximum 11s				
	Continous output speed: Ful colour: 20ppm minimum				
	B/W: 20 ppm minimum				
	Memory: 1.5 GB or higher				
	HDD: 250 GB or higher				
	ADF/ ARDF Minimum: 100 sheets				
	Power source: 220-240V, 50/60Hz				
	Copying process: Dry electrostatic transfer system or equivalent				
	Multiple copy: Up to 999				
	Resolution: 600 dpi minimum				
	Printer language standard: PCL5c, PCL6, PDF				
	directprint, Mediaprint (JPEG/TIFF) Interface				
	Warranty				
	Minimum of 1-year warranty on parts, labor and services				
	Lifetime Free service warranty (if applicable)				
	<b>NOTE: Please attach brochure and indicate days of delivery</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