



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:	Quotation No. 22-08-510
CONTACT No.	Purchase Request No. G-2022-08-0712
Address:	Purpose: For office use (CAFA)
TIN No.	ABC: 50,000.00
PhilGEPS Registration No.	Delivery Period: 7 Calendar Days upon receipt of Purchase Order
EMAIL ADDRESS:	

INSTRUCTIONS TO SUPPLIERS:

- Please **quote your lowest price** on the item/s listed below **comprising the necessary taxes**.
- It is mandatory to **indicate the brand and/or model** of the items being offered and to **attach a brochure** thereof whenever applicable
- Indicate the **warranty period** in cases of equipment or whenever applicable.
- Forthwith submit the accomplished quotation **duly signed by your representative**.
- 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
- 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	A3 Color Printer Unit Specification: Printing Technology: Print Method: inkjet Maximum Print Resolution: 5760 x 1440 dpi (with Variable-Sized Droplet Technology Minimum Ink Droplet Volume: 1.5pl Automatic Duplex Printing: No Print Direction: Bi-directional printing, Uni-directional printing Nozzle Configuration: 90 per color (Cyan, Light Cyan, Magenta, Light Magenta, Yellow, Black) Print Speed: Draft, A4 (Black / Color): Up to 15ppm / 15ppm Paper Handling: Number of Paper Trays: 1 Standard Paper Input Capacity: Up to 100 sheets, A4 Plain paper Up to 30 sheets, Premium Glossy Photo Paper Output Capacity: Up to 50 sheets, A4 Plain paper Up to 20 sheets or higher Maximum Paper Size: 12.95 x 44" Paper Sizes: A3+, A3, B4, A4, A5, A6, B5, Letter (8.5x11"), Legal (8.5x14"), Half Letter (5.5x8.5"), Envelopes: #10(4.125x9.5") DL (110x220mm), C4 (229x324mm), C6(114x162mm) Paper Feed Method: Friction feed Warranty: Minimum of 1 year	1 unit			
	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