



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

<b>**Mandatory to fill in**</b>	
COMPANY NAME:	Quotation No. 22-09-639
CONTACT No.	Purchase Request No. F-2022-09-0456
Address:	Purpose: For Office Use
TIN No.	ABC: 46,000.00
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; 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	<b>COPIER</b> GENERAL Specifications: Functionality: Print, copy and color scan <input type="checkbox"/> Warm up time: 31 seconds First output speed: 8.8. seconds Continuous output Speed: 20 pages per minute Memory: 256 MB or higher Power source: 220-240 V.50/60 Hz Document Feeder: ADF or RADF Monthly Duty Cycle: 30,000 pages COPIER Copying process: Laser beam scanning and electro photographic printing. <input type="checkbox"/> Multiple copying: Up to 99 copies Resolution: Up to 600 dpi Zoom: From 50% to 200% PRINTER Printer language: Standard: Gdo Resolution: 600dpi Network protocol: TCP/IP (IPv4) Windows environments: Windows Vista. Windows 7, Windows 8/8.1, Windows Server 2003, Windows Server 2003R2, Windows Server 2008, Windows Server 2008R2, Windows Server 2012R2 UNIX environments: OPEN SUSE (KDE & Gnome): v12.1, Ubuntu (Unity): v12.04, Redhat: v6.0 Boss: v5 SCANNER: Scan Speed: Color: Maximum 6 originals per minute B/W: Maximum 15 originals per minute	1 unit			
	Resolution: Maximum: 600dpi Interface: Standard: USB2.0 Lan: Ethernet 10-base-T/100 base-TX (DDST Unit) File Format: TIFF, JPEG, PDF Bundled driversTWAIN, SANE, NETWORK TWAIN (OPTION) Scan toEmail/Folder (Option) PAPER HANDLING Recommended paper size: Paper tray (s): A3, A4, A5 Bypass tray: A3, A4, A5, A6 Paper input capacity Standard: 350 sheets Maximum: 1350 sheets Paper output capacity Standard: 250 sheets Warranty: Minimum of 1 year onsite, parts and services				
	<b>NOTE: Please attach brochure and indicate days of delivery</b>				

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 9-23-2022