



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:	Quotation No. 22-11-783
CONTACT No.	Purchase Request No. G-2022-11-1115
Address:	Purpose: For office use/printing of documents
TIN No.	ABC: 22,000.00
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	3-in-1 Ink Tank Printer with ADF Specification: •Printer Type: Print, Scan, Copy with ADF •Print Speed: Photo Default - 10 x 15 cm / 4 x 6 ":Approx. 69 sec per photo (Border) / 92 sec per photo (Borderless), Draft, A4 (Black / Colour): Up to 33 ppm / 20 ppm, ISO 24734, A4 Simplex (Black / Colour): Up to 15 ipm / 8.5 ipm ISO 24734, A4 Duplex (Black / Colour): Up to 6.5 ipm / 4.5 ipm •Printing: Nozzle Configuration:400 nozzles Black, 128 nozzles per colour (Cyan, Magenta, Yellow) Maximum Resolution: 4800 x 1200 dpi Automatic 2-sided Printing: Yes •Copy Speed: ISO 29183, A4 Simplex (Black / Colour): Up to 11 ipm / 5.5 ipm ISO 24734, aFSOT, A4, ADF (Black / Colour): 60 seconds / 82 seconds •Copy Function Maximum Copy Size: Legal Copy Resolution: 600 x 600 dpi Max Copies: 99 copies •Scan Function Scanner Type: Flatbed colour image scanner Sensor Type: CIS Optical Resolution: 1200 x 2400 dpi Maximum Scan Area: 216 x 297 mm (8.5 x 11.7") •Scan Speed Flatbed / ADF (Simplex): 200dpi, Black: 12 sec / 5.0 ppm 200dpi, Colour: 27 sec / 5.0 ppm	1 unit			
	•Paper Handling Number of Paper Trays: 1 Standard Paper Input Capacity: 250 sheets, A4 Plain Paper (80g/m2), 20 sheets, Premium Glossy Photo Paper Output Capacity: 30 sheets, A4 Plain Paper 20 sheets, Premium Glossy Photo Paper Maximum Paper Size: 215.9 x 1200 mm (8.5 x 47.24") Paper Size: Legal, 8.5 x 13 ", Letter, A4, 195 x 270 mm, B5, A5, A6, 100 x 148 mm, B6, 5 x 7 ", 4 x 6 ", Envelopes #10, DL, C6 Print Margin: 0 mm top, left, right, bottom via custom settings in printer Driver •Interface USB: USB 2.0 Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct Control Panel: Color LCD Screen With mobile and Cloud Printing •Operating System Compatibility: Windows XP / Vista / 7 / 8 / 8.1 / 10 / 11 Windows Server 2003 / 2008 / 2012 / 2016 / 2019 Mac OS X 10.6.8 or later •WARRANTY: Minimum of 1 year warranty for parts, labor and on-site service				
	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