



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

<b>**Mandatory to fill in**</b>	
COMPANY NAME:	Quotation No. 23-06-333
CONTACT No.	Purchase Request No. I-2023-06-0139
Address:	Purpose: For office use
TIN No.	ABC: 250,000.00
PhilGEPS Registration No.	Please indicate days of delivery: _____ Calendar Days
EMAIL ADDRESS:	upon receipt of Purchase Order

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			
	SPECIFICATIONS:				
	General:				
	Warm up time: 21 seconds				
	First output speed full colour: 7.4 s				
	Continuous output speed: Full colour, 20ppm				
	Memory: 2GB or Higher				
	HDD: 320 GB or higher				
	ADF / ARDF : 100 sheets				
	Full colour: 20ppm minimum				
	Paper input : minimum of 1,200 sheets				
	Paper ouput : minimum of 500 sheets				
	Power Source: 220-240 V, 50/60 hz				
	Copying process: Dry Electrolastic transfer system or equivalent				
	Ethernet: Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host				
	I/F Type A, USB Device I/F Type B				
	Mobile Printing: Supported				
	Resolution: 600 dpi minimum				
	Printer language standard: PCI5c, PCI6, PDF direct print, Mediaprint (JPEG/TIFF)				
	Consumables				
	Toner (black) : 16, 500 prints				
	Toner (cyan/magenta/yellow) : 10, 500 prints				
	Warranty:				
	Lifetime Free Service Warranty				
	Monthly Preventive Maintenance				
	Inclusive of the ff:				
	CYMK Toner				
	Steel Cabinet				
	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