



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:	Quotation No. 23-09-590
CONTACT No.	Purchase Request No. G-2023-09-0881
Address:	Purpose: FOR Legal Office Use
TIN No.	ABC: 60,000.00
PhilGEPS Registration No.	Please indicate days of delivery: _____ 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;    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.

Pls. fill up this blank Space

ITEM NO.	ITEM & SPECIFICATION	QTY UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	Colored LaserJet Printer	1 unit			
	Functions: Print, Copy, Scan, Fax Print Speed - Black (normal): Up to 22 ppm Print speed - Color (normal): Up to 22 ppm Resolution (black): Up to 600 × 600 dpi Resolution (color): Up to 600 × 600 dpi Print Technology: Laser Display: 2.7" color graphic touch screen Number of print cartridges: 4 (1 each black, cyan, magenta, yellow) Paper trays, standard: 2 Paper trays, maximum: 2 Connectivity, standard: Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100/1000 Base-TX network port, 802.11n 2.4/5GHz wireless, Fax port, Front Host USB Memory, standard: 256 MB DDR, 256 MB Flash Paper handling input, standard: 250-sheet input tray Warranty: 1 year parts and labor				
2	Paper Shredder	1 unit			
	• Basket Type: Pull-out Bin • Bin Capacity (litres): 22 • Can Shred: Staples, Credit Cards, Paper Clips • Cut Size (mm): 2 × 12 • Cut Type: MicroShred • DIN Level - Paper: P-5 • Maximum Run Time (minutes): up to 10, 15 off • Sheet Capacity: 12 • Average Shred Speed (mpm): 2 • Throat width (mm): 230 • Warranty : 1 year				
	BY ITEM				
	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. CECILIA A. GERONIMO  
BAC Chairperson

Date Accomplished : \_\_\_\_\_

Canvassed by:

\_\_\_\_\_  
Name and Signature