



Republic of the Philippines  
Province of Oriental Mindoro  
Municipality of Gloria

Project Number: **2021-001-1556**  
Project Title: **Supply and Delivery of Photocopying Machine**  
Location: **Municipal Mayor**

Date: **November 30, 2021**  
Quotation No.: **RFQ-2021-086**  
PhilGeps Ref: No.

***REQUEST FOR QUOTATION***

Supplier: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
TIN Number \_\_\_\_\_

Please quote your lowest price on the items/ listed below, subject to the General conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **December 03, 2021** in the return envelope attached herewith.

(SGD)  
**MANULITO S. RODRIGUEZ**  
MCR/BAC Chairman

Note:

- 1 All entries must be type written.
- 2 Delivery period is **within Thirty (30) days**
- 3 Warranty shall be for the period of six months (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by the procuring entity.
- 4 Price validity shall be for the period of thirty (30) calendar days.
- 5 G-eps registration certificate shall be attached upon submission of the quotation.
- 6 Suppliers shall submit original brochures showing certifications of the product being offered.

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
<b>1</b>	<b>PHOTOCOPYING MACHINE</b>	<b>1</b>	<b>unit</b>		
	Specification:				
	*Warm up Time: 31 second				
	*First Output speed: 8.8 Seconds				
	*Continous Output speed: 20 pages per minute				
	*Memory : Standard 256 mb				
	*Scanning Speed : Colour Maximum 6 originals per minutes				
	*Resolution: up to 600 dpi				
	*Copying Process : Laser Beam Scanning				
	*Multiple copying : up to 99 copies				
	*Resolution: up to 600 dpi				
	*Paper Size: standard paper tray(s) A3, A4, A5				
	*Paper input capacity: standard 350 sheets/maximum 1350 sheet				
	*Paper Weight: Standard paper tray(s): 52-105g/m2				
	*Bypass tray : 52 - 216g/m2, Duplex:64-105g/m2				
	*Power Consumption: Less than 950W				

Brand and Model: \_\_\_\_\_  
Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I / We quote you on the item at prices noted above

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Tel. No./Cellphone No.  
e-mail address

\_\_\_\_\_  
Date