



Republic of the Philippines  
Province of Oriental Mindoro  
Municipality of Gloria

Project Number: **2022-012-210**  
Project Title: **Supply and Delivery of Photocopying Machine**  
Location: **MHO**

Date: **March 5, 2022**  
Quotation No.: **RFQ-2022-013**  
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 **March 9, 2022** in the return envelope attached herewith.

(SR)  
**MANUELITO S. RODRIGUEZ**  
MCR/BAC Chairman

Note:

- 1 All entries must be type written.
- 2 Delivery period is within **Thirty (30) calendar 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
1	<b>Photocopying Machine</b>	1	unit		
	<b>Specification:</b>				
	*Copy, Print/Scan				
	*Desktop Type, Memory 512mb				
	*Print resolution: 600 dpi x 600dpi				
	*Original Size up tp A3 Size				
	*Paper Capacity: 60 to 216gsm				
	*Tray Capacity: 850				
	*Duplex Automactic Document Feeder				
	*A compact mono printer with suite of powerful features				
	*Measuring 595mm width and 584mm (depth)				
	*With Tray and Cabinet				
	*Rotate Collate feature allows easy sorting of documents				
	*Print Speed of up to 25ppm to keep up with your fast pace				
	*Colour scanning feature available for both local and network scanning				
	Note:1 year warranty and lifetime free service				
	*The supplier shall supply products which comply with the latest version of the International ENERGY STAR requirements (currently version 2.0 for Imaging Equipment).				
	*The supplier shall supply products which contain user instructions for green performance management				
	•*The supplier shall supply products which must be capable of using recycled content paper without voiding the manufacturer's warranty				

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