



Project Number: **2022-001-1206**

Date: **October 4, 2022**

Project Title: **Supply and Delivery of Office Equipment (Photocopier Xerox Machine) for General Service Office**

Quotation No.: **RFQ-2022-078**

Location: **GSO**

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 **October 7, 2022** in the return envelope attached herewith.

(SRD)
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	Photocopier Xerox Machine	1	unit		
	Specification:				
	<i>*A3 Laser Copier Copier/Print/Scanner</i>				
	<i>*High Quality Print Resolution</i>				
	<i>*Auto 2 sided printing</i>				
	<i>*Multiple Copying up to 99 copies</i>				
	<i>*600dpi Resolution</i>				
	<i>*256 MB Memory</i>				
	<i>*ith one (1) year warranty</i>				
	<i>*The supplier shall supply products which comply with the latest version of the International ENERGY STAR requirements (currently version 2.0 for Imaging Equipment).</i>				
	<i>*The supplier shall supply products which contain user instructions for green performance management</i>				
	<i>•*The supplier shall supply products which must be capable of using recycled content paper without voiding the manufacturer's warranty</i>				

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