



Republic of the Philippines
Province of Oriental Mindoro
Municipality of Gloria

Project Number: **2022-003-1296**
Project Title: **Supply and Delivery of Office Equipment (Photocopying Machine) for Bids and Awards Committee**
Location: **BAC OFFICE**

Date: **October 6, 2022**
Quotation No.: **RFQ-2022-084**

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 11, 2022** in the return envelope attached herewith.


MANUKITO 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	PHOTOCOPYING MACHINE	1	unit		
	*Warm up Time: 31 second				
	*First Output speed: 8.8 Seconds				
	*Continuous 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				
	*with one (1) year warranty				
	*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