



Republic of the Philippines
Province of Oriental Mindoro
Municipality of Gloria

Project Number: **2022-001-1328, 1329 and 1330**
Project Title: **Supply and Delivery of IT Equipment (Laptop, Printer and UPS) for Various Department**
Location: **Mayor's Office**

Date: **October 19, 2022**
Quotation No.: **RFQ-2022-087**

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 21, 2022** in the return envelope attached herewith.


MANULITO 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	LAPTOP	1	unit		
	Specification:				
	Quality: atleast Branded and Brand New				
	Processor: atleast AMD Ryzen "7				
	Storage: atleast 4.2GHZ SSD				
	Memory: Atleast 8gb memory				
	HDD: atleast 15.6 inches FHD				
	Operating System: atleast Windows 10 w/ MS Office H& S 2019				
	Accessories: Carrying Bag				
	Warranty: Atleast 2 years warranty for parts and services				
2	PRINTER	1	unit		
	Specification:				
	Print Type: Print, Scan, copy, Fax with ADF				
	Print Method: On-demand inkjet (Piezoelectric)				
	Maximum Copies for standalone: atleast 20 copies				
	Maximum Copy Resolution : 600 x 600 dpi				
	Maximum Copy Size: A4, Letter				
	Scanner Type: CIS				
	Optical Resolution: atleast 600 x 600 dpi				
	Maximum Scan Area: atleast 216 x 297mm				
	Number of Paper trays: 1				
	Maximum Paper Size: atleast 215.9 x 1200mm				
	Print Margin: 0mm top left, right, bottom via custom settings iin printer driver				
3	LAPTOP	1	unit		
	Processor: atleast Ryzen 3 or Higher/ Windows 10 or 11				
	RAM: 8 gb or higher DDR4				
	HDD: 1 TB HDD				
	SSD:" atleast 128gb				
	Display: 15 inches or higher				
	Color: Black or Silver with Number Pal				
	Accessories: Laptop Bag				

4	LAPTOP	1	unit		
	Specification:				
	Quality: atleast Branded and Brand New				
	Processor: atleast Dual-Core				
	Storage: atleast 1x256gb				
	Operating System: atleast Windows 11 Home				
	RAM: atleast 8GB DDR4				
	Display Size: atleast 35.6 cm (14")				
	Display Resolution: atleast 1920 x 1080				
	Warranty: Atleast 1 year warranty for parts and services				
	Accessories Carrying Bag				
5	PRINTER (Specification)	1	unit		
	Specification:				
	Print Type: Print, Scan, copy				
	Power: atleast Rated Voltage:220-240V				
	Photo Default: Atleast 10 x 15cm / 4 x 6" *2				
	Mac Photo Draft: Atleast 10x 15 cm / 4x 6" *2				
	Scan Speed: atleast 300 dpi 11 sec / 33 sec				
	Copy Function: Maximum copy Size: A4, Letter				
	Paper Sizes: A4 (8.25 x 11.7"), A3 (11.75 X 16.5"), a3+ (13 X 19"), a2 (16.5 X 23.5") Letter (8.5 x 11")				
	Copying: Draft, A4 (Black/ Colour)				
	Number of Paper trays: 1				
	Maximum Paper Size: atleast 215.9 x 1200mm				
	Print Margin: 0mm top left, right, bottom via custom settings iin				
6	UPS (Specification)	1	unit		
	Capacity 650v				
	Dimension (mm) 286x96x138 (DXWXH)				
	Weight (kg) 4.3				

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