

## REQUEST FOR QUOTATION

NAME OF SUPPLIER:

OFFICE ADDRESS :

QUOTATION NO.: 0076-2019

DATE PREPARED:

5/27/19

Please quote your lowest price on the item/s listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_.

**NOTE:**

1. All entries must be handwritten or typewritten
2. Delivery period within 30 calendar days.
3. Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment, from date of acceptance by the procuring entity.
4. Price validity shall be for a period of 30 calendar days
5. G-EPS registration certificate shall be attached upon submission of the quotation
6. Bidders shall submit original brochures showing certifications of the product being offered.
7. Only sealed canvass/quotation shall be accepted
8. All prospective bidders shall submit Mayor's/Business permit, PhilGEPS registration number, Income/Business Tax Returns, Omnibus sworn statement and DTI certificate of registration during the opening of sealed RFQ.

RANDY B. VILLARTE

Actg. Supervising Supply Officer

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
1	PHOTOCOPIER, BRANDED, HIGH QUALITY, WITH THE FOLLOWING SPECS:	3	UNIT		
	-LASER CONSOLE SYSTEM (BUILT-IN SCANNER)				
	-20PPM BLACK AND WHITE COPY SPEED				
	-350 SHEETS STANDARD CAPACITY, 1350 MAXIMUM				
	-64 - 157 GSM MAXIMUM THICKNESS				
	-A5 TO A3 PAPER SIZE FORMAT				
	-25% TO 400% REDUCTION AND ENLARGEMENT				
	-128MB STANDARD MEMORY				
	- PDF, TIFF, JPEG SCAN MODE				
	-1 - 999 COPY PRE-SELECTION				
	-LESS THAN 15 SEC. WARMUP TIME				
	-46 IPM (COLOR/BLACK & WHITE) SCANNING SPEED				
	Approved ABC: Php 200,000.00				
	xxx nothing follows xxx				

Brand and Model :

Warranty :

Delivery Period:

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.

DATE

Canvassed by: \_\_\_\_\_

Date canvassed : \_\_\_\_\_