

# REQUEST FOR QUOTATION



## For Supply and Delivery of Digital Copier for use in the Office of the Provincial Governor

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Complete Company Address

Date: April 08, 2019

RFQ No.: NLONTOC-RFQ-106-2019

PR No.: 2019-4-C-027/ 4-3-2019

PHILGEPS Ref. No.: 6139935

**To whom it may concern:**

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **April 15, 2019 at 5:00 PM to the BAC Office, 2/F Provincial Capitol Bldg., Brgy. San Agustin, Trece Martines City.**

Very truly yours,  
  
**RENATO M. ABUTAN**  
 BAC-A Chairman

**CANVASSERS'S CERTIFICATION**

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for **Office of the Provincial Governor** of the Provincial Government of Cavite.

\_\_\_\_\_  
 (Printed Name & Signature)  
**AUTHORIZED CANVASSER**

PLEASE QUOTE: **PER ITEM**

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	DELIVERY (days/weeks)
					Unit Price	Total Price		
	DIGITAL COPIER	1	UNIT	56,500.00				
	**SEE PAGE 2 FOR SPECIFICATION **							
	Total			56,500.00				

- GENERAL CONDITIONS**
1. All entries must be legibly handwritten or typewritten;
  2. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, BIR Certificate, etc.) and PhilGEPS Online Registration/Certification;
  3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:  
 Company Name  
 RFQ No.  
 PR No.  
 PHILGEPS Reference No.
  4. Delivery period must be at least within \_\_\_\_\_ calendar days from date of the Notice to Proceed (Indicate the days of delivery in the Bidder's Proposal box)
  5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
  6. Price validity shall be for a period of three(3) months;
  7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
  8. If Bid is accepted, the supplier undertakes to provide a performance security in the form, amounts, and within the times specified in the Revised IRR of R.A. 9184;
  9. It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive;
  10. Transaction with the Provincial Government of Cavite shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
  11. Failure to comply with these conditions shall mean disqualification of your bid proposal.

**SUPPLIER/CONTRACTOR/CONSULTANT'S CERTIFICATION**

Date: April 15, 2019

After having carefully read and accepted your General Conditions, I/we quote you on the item/s at price/s noted above for immediate delivery and shipment, which can be made in \_\_\_\_\_ days from receipt of the Notice To Proceed.

\_\_\_\_\_  
 Printed Name & Signature  
 of Authorized Representative

\_\_\_\_\_  
 Company Tel./Fax/Mobile No.

\_\_\_\_\_  
 Company Tax Identification No. (TIN)

**\*Attach Certificate of Registration (BIR)**

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PLEASE QUOTE: <u>PER ITEM</u>					BIDDER'S PROPOSAL BOX			
No.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	Delivery (days/weeks)
					Unit Price	Total Price		
	Digital Copier with Network							
	Printing, Color Scanning and Network Fax							
	*Copy and Print speed of 40 copies per minute, A4							
	Copy/Print/Scan Resolution of 600 x 600 dpi, Fast 1200 dpi Fine 1200 dpi							
	*Warm-up time 17 seconds or less							
	*Original Size and Copy Size is A6 up to Legal							
	*Standard Memory Capacity is 512 MB and upgradeable to a maximum of 1536MB memory							
	*Maximum duty Cycle of 50,000 pages per month							
	*Input paper capacity of 250-sheets universal paper cassette and 100-sheets multi-purpose tray							
	*Built-in Document Processor with a capacity of 50 seconds							
	*Printer processor cortex-A9, 800MHz							
	*Compatible with windows, macintosh, linux, unix							
	* Built-in Gigabit Network, USB 2.0							
	USB Host Connection, Wireless LAN and slot for optional SD/SDHC Card							
	*PCL6, KPD3 (Post Script 3 compatible) PDF Direct Print, XPS Direct Print and Open XPS emulations							
	*Power Consumption copying/printing 661W, Sleep mode 1W							
	**nothing follows**							
	<b>TOTAL</b>			<b>56,500.00</b>				

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name & Signature  
of Authorized Representative