

REQUEST FOR QUOTATION



For Supply and Delivery of IT Equipment to be used for the Office of the Provincial Governor

Name of Company

Date: October 14, 2019

Complete Company Address

RFQ No.: NLONTOC-RFQ-347-2019

PR No.: 2019-10-C-073/10-9-19

PHILGEPS Ref. No.: 6550364

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 **October 21, 2019 at 5:00 PM** to the **BAC Office, 2/F Provincial Capitol Bldg., Brav. San Agustin, Trece Martires City.**

Very truly yours,
RENATO A. 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	2	units	168,000.00				
	Specification: Digital Copier with network printing ,color scanning & Optional Network Fax HyPAS solution platform technology enabled Copy and print speed of 25 copies per minute, A4 4.3 inch color touch screen panel Warm up time 20 secs or less and first copy out time at 5.8 secs Paper size from A6R up to A3 Standard Memory capacity is 1.5 GB, max 3GB plus GB SSD option							
	see page 2							
	Total			184,975.00				

- 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: October 21, 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)*

517 10/14

Page 2 of Request for Quotation for Supply and Delivery of IT Equipment to be used for the Office of the Provincial Governor

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		
	Cont'n:							
	Paper Capacity of 500 sheets cassette and 100 sheets multipurpose tray Built -in 50 sheets job separator tray Built -in 50 Sheets reversing document processor and stackless duplex unit Compatible with windows, Macintosh, linux and unix Interface : USB 2.0, Ethernet, USB host, NFC tag, Wifi direct option Scan to SMB/E-mail/FTP/USB host/ Box/ Network TWAIN scan and WSD Scan Power Consumption copying /printing 390W or Less Maintenance kit of 300,000 copies							
	**** Nothing Follows****							
	TOTAL			168,000.00				

Company Name

Address

*Printed Name & Signature
of Authorized Representative*