



REQUEST FOR QUOTATION

CANVASS No. : 23-10-746 **Name of Supplier/Company :** _____
Advertisement No. _____ **Company Address/Tel./Fax#.:** _____
Purchase Request No. 23-10-746 **Philgeps Registration No. :** _____
BIR Tin No. _____ **:** _____
DBP Bank Account(No Bank Charge): _____
If none DBP Bank Account, Charges May Apply to Suppliers Account

Gentlemen:

Please quote your lowest price on the item/s listed below this page stating the shortest time of delivery and submit your quotation duly signed by your representative not later than October 11, 2023.

HONEY GRACE M. IRIZARI
 Focal Person for Procurement Activities

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	1	unit	Multi Function Photocopier		
			Copy,Print,Scan		
			laser technology		
			output capacity black (A4 , normal): up to 28 ppm;		
			Color (A4, normal): up to 28 ppm;		
			highest print resolution @1200 x 1200 dpi		
			standar duplex printing (up to A3 size)		
			from A4 to A3 in paper size		
			4GB memory capacity with 2-16Gb hard disk drive		
			2- 520 sheet paper cassettes with 100 sheets on		
			multi-purpose tray (total of 1140 sheets)		
			automatic document feeder @ 100 sheets capacity		
			scan speed @ normal (A4): up to 46 ipm, duplex (A4): up to 19 ipm		
			standard print language @ HP PCL 6, HP		
			postscript level 3 emulation, PDF (v 1.7), Airprint compatible		
			ethernet 1000BASE-T / 100BASE-TX/ 10BASE T, USB 2.0		
			Up to 80,000 pages A4; Recommended monthly page volume: Up to 20,000		
			Lifetime Service Warranty		

- NOTE :**
1. DELIVERY PERIOD IS WITHIN _____ CALENDAR DAYS.
 2. WARANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES AND MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
 3. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS.
 4. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT.
 5. THIS FORM SHALL BE ENCLOSED IN AN ENVELOPE AND SEALED BY THE BIDDER HIMSELF.

After having carefully read and accepted your General Conditions, I / We quote you on the items at prices written above.

Canvasser Signature

Printed Name / Signature of Supplier / Contractor

Date

SDF-USO-206-003-01



Certification Date: 1 February 2021
 Recertification due date: 24 January 2024
 For verification of the certificate please access www.gcl-intl.com (Certification check and type the registration number)

