



Republic of the Philippines
Province of Pampanga
Bids and Awards Committee
Provincial Capitol, City of San Fernando, (P) / (045) 435-5122

P.R. No./Date/End User: 22-2678 / 07-21-22 / PDRRMO
Purpose: For Office use

RFQ No. 220557
AUG 04 2022

REQUEST FOR QUOTATION

Company Name: _____
Address: _____
Tel. No.: _____

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this Office duly signed by you or your representative not later than 4:00 p.m. AUG 08 2022

APPROVED BUDGET FOR
THE CONTRACT (ABC):
PhP 379,000.00

ATTY. GEROME N. TUBIG
Chairperson *PNs*
Bids and Awards Committee

TERMS AND CONDITIONS:

- All quotations may be typewritten or handwritten, placed in a sealed envelope.
- All quotations shall be valid for one hundred twenty (120) calendar days from the deadline of the submission of the same.
- Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
- Interested suppliers are required to submit their valid current Mayor's Permit, PhilGEPS Registration Number, and Income/BIR Tax Return (for ABCs above P500,000.00) upon submission of quotation. In lieu of the Mayor's Permit and PhilGEPS Registration Number, the PhilGEPS Certificate of Platinum Membership may be submitted. For new businesses, submit the BIR Certificate of Registration in lieu of the ITR.
- The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
- The Provincial Government of Pampanga reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/s.
- The PGP also reserves the right to waive any required formality in the proposals received, and select the proposal which it determine to be the most advantageous to the government.

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
1	1	unit	Photocopier Machine		
			Specifications:		
			-Print Copy, Scan at least with ADF, with at least 2 trays & bypass		
			Out Speed: at least 20ppm/cpm		
			Memory: at least 4GB		
			HHD/SSD: at least 320GB HDD		
			Copy/Scan Resolution: at least 600 dpi		
			Copy Zoom: at least 25%		
			Print Resolution: maximum 1200 x 1200 dpi		
			Scan Resolution: maximum 1200 dpi		
			Paper Size: A3, A4, Letter, Legal, Custom Size Paper		
			Processor: at least 1GHz		
			Network Interfaces: Wireless and Wired (Gigabit Ethernet)		
			File Format: TIFF, JPEG, PDF, PDF/A		
			Others: Cabinet		
			Continue next page ... page 1 of 2		

PNs

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
2	6	pcs	Cartridge Toner Black 313g		
3	3	pcs	Cartridge Toner Yellow 126g		
4	3	pcs	Cartridge Toner Magenta 132g		
5	3	pcs	Cartridge Toner Cyan 117g		
Terms of Reference:					
1. Brochure of the item/s being offered must be indicated in the quotation.					
2. Must be an accredited service provider of the brand Manufacturer/distributor.					
The procuring entity reserves the right to conduct product testing/inspection if necessary to determine the fitness of the item/s being offered by prospective supplier/s.					
After Sales Service					
-One (1) year warranty on parts & services					
-Replacement of defective items within 24 hours upon notification by the end-user.					
-Lifetime free monthly service					
Schedule of Requirements:					
Delivery within ten (10) days upon receipt of PO.					
x-x-x-x-x-x-x-x-x-x-x-x page 2 of 2					
Total Lot Price					

Note: The winning supplier shall submit a duly signed and notarized Omnibus Sworn Statement prior to notice of award.

THE BIDS AWARDS COMMITTEE:

Having carefully read and accepted your Terms and Conditions, including the technical specifications, I/We offer to supply/deliver the item/s as noted above.

Supplier's authorized representative signature over printed name
Designation: _____
Contact No.: _____
Email Address.: _____

BAC Canvasser

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