



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: 22-4082/11-3-22/PEO  
 Purpose: For Office use.

RFO No. 220839  
 NOV 11 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. (NOV 15 2022) :

APPROVED BUDGET FOR  
 THE CONTRACT (ABC):  
 PhP 346,900.00

FRANCIS V. MASLOG  
 Vice-Chairperson *pmw*  
 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 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	<b>Photocopier Machine</b>		
			Specs:		
			Print, copy, scan		
			w/ ADF/ARDF, w/ at least 2 trays bypass		
			Output Speed: at least 20 ppm		
			Memory: at least 4GB		
			HDD/SSD: at least 320GB HDD or at least 256 GB SSD		
			Copy/Scan Resolution: at least 600 dpi		
			Copy zoom: at least 25%		
			Print Resolution: at least 1,200 x 1,200 dpi or at least 1,800 x 600 dpi		
			Scanner Resolution: at least 600 dpi		
			Paper size: A3, A4, A5, A6, B4, B5, B6, Letter, Legal, Custom size paper		
			Processor: at least 1 Ghz		
			Network Interfaces: Wired (Gigabit Ethernet)		
			File Format: TIFF, JPEG, PDF, PDF/A		
2	6	tube	Cartridge Toner Black 313g		
3	2	tube	Cartridge Toner Yellow 126g		
Continue next page....Page 1 of 2					

*pmw*

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
3	2	tube	Cartridge Toner Magenta 132g		
4	2	tube	Cartridge Toner Cyan 117g		
<b>Terms of Reference:</b>					
-Brand & model of the items being offered must be indicated in the quotation.					
-Must be accredited distributor/dealer of the brand offered.					
-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 suppliers.					
<b>After Sales Service:</b>					
-One (1) year warranty on parts & services					
-Replacement of defective items within 24 hours upon notification by the end-user.					
-Lifetime free monthly service					
<b>Schedule of Requirements:</b>					
Delivery within ten (10) days upon receipt of PO					
x-x-x-x-x-x-x-x-x-x-x-x-x-x Page 2 of 2					
				<b>Total Lot Price</b>	
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

\* JCL

*JCL*