



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: 22-4542 / 11-29-2022 / Prov'l. Accountant's Office
Purpose: For office use.

RFQ No. 221016
DEC 19 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 2:00 a.m. DEC 23 2022

APPROVED BUDGET FOR
THE CONTRACT (ABC):
PhP 150,000.00

FRANCIS V. MASLOG
Vice Chairperson *Puro*
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	unit	Digital Black and White Multifunctional Printer		
			Specs:		
			-with Automatic Document Feeder (ADF)		
			-with one (1) bypass and two (2) paper trays		
			Memory: at least 512 MB		
			Copy and Scan Res.: at least 600 x 600 dpi		
			Copier Zoom: At least 25%		
			Scan Size: A4,A6,B4,B5,Letter, Legal, A3		
			Network Interface: Ethernet 10-base-T/100 base-TX1000		
			Base-T, USB 2.0, Wireless LAN		
			Paper Size: at least A4,A6,B4,B5,Letter, Legal, A3		
			Others: With free toner and cabinet		
			Terms of Reference:		
			The following documents must be attached/accomplished		
			Together with the quotation:		
			-Brochure must be attached and brand/model/type of the		
			item being offered must be indicated in the quotation.		
			Continue next page.... Page 1 of 2		

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Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
			-Must be an accredited service provider of the brand.		
			After Sales Service:		
			-1 year warranty on parts and services		
			-Replacement of defective items within 24 hours upon notification by the end-user within the warranty period.		
			x-x-x-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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Handwritten signature