



APR 15 2024

RFQ No. 240361
P.R. No. / Date / End User / Purpose:
(24-1548 4/4/2024 PROVINCIAL BUDGET OFFICE To be use at Budget Office)

REQUEST FOR QUOTATION
Small Value Procurement

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 **9:00 a.m. APR 19 2024**

APPROVED BUDGET FOR
THE CONTRACT (ABC):
Php 165,000.00

FRANCIS V. MASLOG
VICE-CHAIRPERSON *pm*
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 and latest quarterly return or percentage tax..
- 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.	Qty	Unit	Item Description	Unit Price	Total Price
1	1	unit	<p>Digital Black and white Multi-functional Printer Specifications: -Copier with ADF/ARDF with one (1) bypass and two (2) paper trays Memory: at least 512 MB Resolution: at least 600 x 600 dpi Copier Zoom: at least 25% Scan Size: A4, A6, B5 Letter, Legal, A3 Print Speed: up to 27ppm Paper input Capacity: at least 500 sheets Network Interface: Ethernet 10 base-T/100 base TX-1000 base-T, USB 2.0 Paper Size: A4, A6, B4, B5 Letter, Legal, A3 Others: With Free toner and cabinet</p> <p>Terms of Reference: 1. Brochure of the item/s being offered must be attached together with the quotation. 2. The procuring entity reserves the right conduct product testing/inspection to determine the fitness of the items being offered by the prospective supplier/s.</p> <p>After Sales Service: 1. At least one (1) year warranty on parts and service. 2. Defective items discovered within seven (7) days from date of delivery must be replaced within 24 hours upon notification by the end-user.</p> <p>Schedule of Requirements: Delivery within ten (10) days upon receipt of PO/NOA</p>		

Total Lot Price

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

pm

APR 15 2024

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

Jaq

pens