



Republic of the Philippines  
Province of Pampanga

**Bids and Awards Committee**

Provincial Capitol, City of San Fernando, (P) / (045) 435-5901

OCT 10 2024

RFQ No. **240879 (Reposting)**  
P.R. No. / Date / End User / Purpose:  
**(24-4626 9/3/2024 PSWDO for PSWDO use.)**

**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 **4:00 p.m. OCT: 15 2024**

APPROVED BUDGET FOR  
THE CONTRACT (ABC):  
**PhP 345,000.00**

**FRANCIS V. MASLOG**  
VICE CHAIRPERSON  
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	2	unit	<b>Digital Printer Duplicator</b> Type: <b>Digital, desktop</b> Printing Process: <b>Fully-automatic printing</b> Print Speed: <b>at least 60 sheets per minute</b> Resolution: <b>up to 300 x 300 dpi</b> Colour printing: <b>By replacing colour drum</b> Paper Size: <b>A4, Letter, Legal</b> Others: <b>With Free Ink and Cabinet</b> Warranty: <b>at least 1 Year Warranty on parts and services</b>		
2	1	unit	<b>Digital Black and White Multifunctional Printer</b> <b>-Copy, Print, Scan</b> <b>- with one (1) bypass and one (1) paper tray</b> Memory: <b>at least 256MB</b> Resolution: <b>at least 600 x 600 dpi</b> Copier Zoom: <b>up to 200%</b> Print Speed: <b>up to 20ppm</b> Paper Input Capacity: <b>up to 350 sheets (Standard)</b> Network Interface: <b>Ethernet 10 base-T/100 base-TX, USB2.0</b> Paper Size: <b>A4, A6, B4, B5 Letter, Legal, A3</b> Others: <b>With Free Toner and Cabinet</b>		

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
			<b>TERMS OF REFERENCE:</b> 1. Printed document /material with the Brand, Model and Specifications of the item/s being offered must be attached together with quotation. 2. With service facility in the locality for after sales service. 3. The procuring entity reserves the right to conduct product testing/inspection to determine the fitness of the item being offered by prospective supplier/s.		
			<b>AFTER SALES SERVICE:</b> 1. At least One (1) year warranty on parts and services. 2. Defective items discovered within seven (7) days from date of delivery must be replaced within 24 hours upon notification by the end-user.		
			<b>SCHEDULE OF REQUIREMENTS:</b> 1. Delivery within ten (10) days upon receipt of NOA.		
<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

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