



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
(City Government of Tacloban)
Kanhuraw Hill, Tacloban City 6500

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

1st Canvassing

Company Name/Supplier: _____

Address: _____

Contact No. _____

RFQ No.	2023-188
RFQ Date:	3/17/2023
Approved Budget for the Contract (ABC)	₱890,000.00
Mode of Procurement	Negotiated Procurement/ NP-SVP
PR No.	2023-311
PR Date:	3/3/23
End-user:	TCH

Procurement Title/Category: Office Equipment

Please quote your lowest price for the item(s) listed below, subject to terms and conditions stated hereunder and submit your sealed quotation duly signed by your representative to our office not later than **9 o' clock** in the morning, of **March 22, 2023**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **March 23, 2023**.

Sgd. JONATHAN R. HIJADA

BAC Chairman

Terms & Conditions:

- All entries must either be typewritten or legibly handwritten;
- Delivery Period: within (30) thirty days upon receipt of Purchase Order (PO) or as may be required by the appropriate authority. Administrative penalties pursuant to Rule XXXIII, Section 69 of RA 9184 shall be imposed for non-delivery without valid reason;
- Cash on Delivery modes shall not be acknowledged and quotation with such modes shall be considered failed.**
- Warranty shall be for a minimum of three (3) months for supplies and materials, and one (1) year for equipment from date of acceptance of end-user;
- Quoted price shall be valid for a period of (6) months;
- Documents to be attached upon submission of this quotation:
 - Valid Mayor's Business Permit
 - PhilGEPS Registration Number/Organization ID Number
 - Notarized Original Omnibus Sworn Statement (Revised format GPPB Resolution No. 16-2020)**
 - Brochure showing brand, model and specifications of the product being offered, if applicable.
 - All photocopied documents submitted shall be a certified copy from the original.
 - All documents must be enclosed in a properly labeled and sealed envelope, indicating the PR No.
- The BAC shall conduct the alternative procurement process in accordance with RA 9184 and its 2016 RIRR.

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1.	<p>MULTIFUNCTIONAL COLOUR COPIER With 100-sheets ARDF (Auto-Reverse Document Feeder) automatic back to back/duplex printing & copying digital signed PDF format and Single page to Multiple Page PDF/A.</p> <p>SPECIFICATION: *Copy/print speed: 25 copier/prints per minute *feeder: 100-Sheets Auto Reserve Document Feeder (ARDF) *Multi-access: Scanner and Printer can be used *Display: Android base 10.1 inch tablet-like Smart Operation Panel with Human Detection Motion for Automatic warm-up procedure * warm-up time 21 Seconds *First Output time: Full Color; 7.4 second *Wireless Printing: from mobile and PC</p>	2	Units		

<p>*Duplex Copying/Printing: Automatic back to back copying and printing *Paper Capacity: 2,300 sheets maximum *Paper Trays: 2 x 550 sheets Internal tray :1 x 100 sheets bypass tray *Paper Weight: 52-300g/ m2 *Paper Size: Can Print up to 12.59 x 49.6 paper size *Processor: intel Atom Processor Bay Trail 1.33GHz *Memory: 2 GB RAM (standard) 4 GB RAM (maximum) *HDD: 320 GB HDD *Interface: STANDARD: 1000BASE-T/100BASE-TX/10Base-T Ethernet USB Slot, USB Host Interface *Network Protocol: TCP/IP(IPv4,IPv6) *Windows environments: Windows Vista/7/8/10/Server 2008/Server 2008R2 Server 2012/Server 2012/Server 2016 *Mac OS environments: Macintosh OS X v.10.9 or later *Scan Area: 11.7 x 17 inches (297-432mm) *Scan Mode: Scan-to-Email (with LDAP Support) :Scan-to Folder (SMB/FTB) :Scan-to-Media(USB/SC Card) :Network TWAIN Scanning PREVENTIVE MAINTENANCE AGREEMENT: *LIFETIME FREE SERVICES *FREE REGULAR CHECK-UP *FREE USE OF BACK-UP UNIT *FREE DELIVERY INCLUDING CONSUMABLES *FREE OPERATORS TRAINING</p>				
<p>xxxxx nothing follows xxxxx</p>	<p>GRAND TOTAL:</p>			

Brand & Model: _____ Warranty: _____
 Delivery Period: _____ days upon receipt of the PO Price valid until: _____

After having carefully read and accepted your General Conditions (terms and conditions), I/We quote you on the item(s) at prices provided above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the terms and conditions specified by your procuring entity.

 Printed Name/Signature/Date

 Contact Number