

**Request for Quotation**

Date:

PR#:416590

Please quote your lowest price on the item/s listed below stating the shortest time of delivery and submit/fax/email your quotation duly signed by your representative not later than \_\_\_\_\_.

THE PROJECT WILL ONLY BE AWARDED TO PLATINUM REGISTERED PHILGEPS SUPPLIERS FOR COMPETITIVE BIDDING AND TO AT LEAST RED MEMBER REGISTERED SUPPLIERS TO ALTERNATIVE MODE OF PROCUREMENT. TO REGISTER, KINDLY CLICK THE LINK <https://www.philgeps.gov.ph/Suppliers/add>

QTY	UNIT	ITEM DESCRIPTION/SPECIFICATION	UNIT PRICE	TOTAL PRICE
1	Unit	Desktop Scanner  Specs: Automatic document feeder; 2 sided scanning; optical character Recognition) roll in scanner with OCR latest model		
1	Unit	Multi-Fucntion Printer  Specs: Function: 2 sided printing scanning and copy Color type: color Printing technology: Laser Configuration: 4x individual cartridge Print resolution: up to 1,200 x 1,200 dpi		
1	Unit	Heavy duty shredder  Spes: 100% jam proof sytem: can shred staples, credit card, paper clip Cds/dvds, junk mail cut size (inches) 5/32" x 1-1/2 Cut type: cross cut din level paper P-4 Material type: plastic paper entry Width(inches)9" speed (feet per minute) 16 bin capacity (gallon) 14 run time (minutes) continuous sheet Capacity: 20 shreds per sheets: 397		
6	pcs	HP Laser Jet toner W2110A 206A-black		
6	pcs	HP Laser Jet toner W2110A 206A-cyan		
6	pcs	HP Laser Jet toner W2110A 206A-yellow		

ABC: 275,000.00

- NOTE:**
1. ALL ENTRIES MUST BE CLEAR AND READABLE.
  2. DELIVERY PERIOD WITHIN 7 CALENDAR DAYS UPON PO CONFORME.
  3. WARRANTY SHALL BE ATLEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ATLEAST ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
  4. PRICE VALIDITY SHALL BE FOR A PERIOD OF 90 CALENDAR DAYS.
  5. PhilGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED/FAX/EMAILED UPON SUBMISSION OF THE QUOTATION (IF EXPIRED OR DAP HAS NO FILE).
  6. **TERMS OF PAYMENT Cash On Delivery (COD) or 30 DAYS AFTER DELIVERY OF ITEM/S OR FINAL ACCEPTANCE.**
  7. TOGETHER WITH YOUR QUOTATION/PROPOSAL, ATTACHED YOUR COMPANY'S BIR 2303, PHILGEPS CERTIFICATE, MAYOR'S/BUSINESS PERMIT ITR(FOR ABCs above 50k) OMNIBUS SWORN STATEMENT (FOR SVP WITH ABCs above 50k)

I/We quote you on the item/s at prices noted above.

\_\_\_\_\_  
Printed Name / Signature; Date

Tel. No. / Cellphone No. :

\_\_\_\_\_  
E-mail address:

\_\_\_\_\_  
Name of supplier:

