



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

1<sup>st</sup> Canvassing

Company Name/Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No. \_\_\_\_\_

Procurement Title/Category: Office Equipment

RFQ No.	2024-248
RFQ Date:	4/4/2024
Approved Budget for the Contract (ABC)	₱150,000.00
Mode of Procurement	Shopping B
PR No.	123241041
PR Date:	1/18/24
End-user:	CEO

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 **April 11, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **April 11, 2024**.

**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
  - 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>PHOTOCOPIER MACHINE</p> <p>Specification:</p> <ul style="list-style-type: none"> <li>Digital Copier, Printer &amp; Colour Scanner</li> <li>25 pages per minute-copy speed</li> <li>A3 size capable/25ppm scan speed</li> <li>Automatic Document Feeder</li> <li>Automatic Back to Back</li> <li>600 x 600 DPI Print Resolution</li> <li>512 MB Memory/No Developer</li> <li>20%-400% Magnification</li> <li>Electronic Sorting/Rotate Collate</li> <li>1-999 Multiple Copier</li> <li>Built-in Bypass Tray Unit</li> <li>2 Tray Module with Cabinet</li> <li>With Office and Service Center in Region 8</li> </ul>	1	Unit		

	<ul style="list-style-type: none"> <li>Lifetime Free Service with Free Regular Monthly Preventive Maintenance Check-up</li> </ul>				
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

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