

SF-GOOD-60

**REQUEST FOR QUOTATION
(53.9 "Small Value Procurement")**

**Philippine Duplicators, Inc.
Philcopy Corp.
Copylandia Office Systems Corporation
Ceejay's Enterprises**

Date: January 11, 2022

Quotation No.: 0005

Place of Delivery: City General Services Office

Please quote your lowest price on the items listed below, subject to the General Conditions on the Philippine Bidding Documents on Goods, stating the shortest time of delivery and submit your quotation duly signed by your representative **on or before January 19, 2022 at 10:00 a.m.**

ERWIN E. BERNARDO
BAC-Chairperson

Note: ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN.

1. DELIVERY PERIOD **TEN (10) CALENDAR DAYS**
2. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR EXPENDABLE SUPPLIES, ONE (1) YEAR FOR NON-EXPENDABLE SUPPLIES, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS.
4. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION, IF AVAILABLE.
5. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.
6. **INDICATE BRAND NAME OF ITEMS BEING OFFERED.**
7. **DROP YOUR QUOTATION IN A SEALED ENVELOPE AND PROPERLY LABELED-**
8. **Bidders are requested to submit PHILGEPS REGISTRATION NUMBER/PHILGEPS PLATINUM CERTIFICATE, OMNIBUS SWORN STATEMENT AND BUSINESS/MAYOR'S PERMIT**
9. **Downloaded Form must be duly signed by BAC Chairman prior to submission for the opening of bidding documents.**
10. **For Tires and Batteries, ONE (1) YEAR WARRANTY**
11. **Bidders are required to indicate unit price per item, type written or legibly hand-written.**

ITEM NO.	ITEM & DESCRIPTION	BRAND NAME	QTY	Unit	UNIT PRICE	TOTAL
1.	DIGITAL PHOTOCOPIER MACHINE DIGITAL PHOTOCOPIER MACHINE BUILT-in Laser Printing and Color Scanning Copy/print Speed: 20 pages per minute A3 (11"x17")/Ledger Maximum Original Size WITH AUTO STRAIGHTENING & CENTERING ID CARD COPY 25-400% Reduction/Enlargement Memory: 256 MB standard With color black Body (black series) Warp-up time: 17.2 second or less Time to First Copy: 5.7 Seconds or less Sleep mode 1.1 W CPU: Arm v5 base core equivalent , 500 MHz TWO Cassete Tray (300 sheets each) ONE Bypass/Mptray (100sheets) Max of 1,300 sheets (upgradable to 4 cassettes) Output Capacity 250 sheets 999 continuous copying Toner Capacity 16,000 copies 150,000 PAGES DRUM LIFE Table Stand and Lifetime Free Service Digital Copy Features: Scan once print many, Electronic sort copy, layout mode (2-in-1, 4-in-1), ECOcopy Mode, Program Key Mode, Rotate Sort Copy, Automatic Paper Selection, Margin shift, Binding margin Print Function: USB 2.0 (HIGH SPEED) Scanning: Color Scanning, Scan to PC (SMB), scan to email, TWAIN WIA Scan 600 DPI scanning		1	unit		
To be used in the Office of the City Engineer, New Zamboanga International Airport (ZIA) Development Project						

Brand and Model _____

Warranty : _____

Price Validity : _____

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Printed Name / Signature

*Tel. No. / Cellphone No.
e-mail address*

Date