

SF-GOOD-60

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

**Ceejay's Enterprises
 Philcopy Corp.
 Lenin Computer Systems, Inc.**

Date: April 28, 2022
 Quotation No.: 0250
 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 May 10, 2022 at 10:00 a.m.**

ERWIN E. BERNARDO
BAC-Chairperson

Note: ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN.

1. DELIVERY PERIOD **FIFTEEN (15) 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.	Multi-Function Printer Print, Scan, Copy, Fax with ADF Compact integrated tank design High yield ink bottles, Spill free, error free refilling Wifi, Wifi Direct, Borderless printing up to 4R Estimated Cost: P30,000.00		1	Unit		
2.	Risograph Machine Type: Digital, desktop Printing Process: Fully automatic one-drum stencil system Originals: Sheet (one original sheet only) Original Size: Minimum: 90 x 140 mm, Maximum: 275 x 395 mm Print Paper Size: Minimum: 90 x 140 mm , Maximum: 275 x 395 mm Print Area: Maximum 250x355mm Print Speed: 60-90 sheets per minute (2 steps) Resolution: 300 x 300 dpi Dimensions: 1,232x671x519 mm Weight: 55kg Estimated Cost: P150,000.00		1	Unit		
3.	Photocopier Digital photocopier Built in Laser Printing and Color Scanning 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 Estimated Cost: P40,000.00		1	Unit		
4.	Laptop Memory: 8GB of onboard Storage: 512GB NVMe SSD Display: 15.6in Full HD 1920 x 1080 Estimated Cost: P40,000.00		1	Unit		

5.	External Hard Drive (1TB) Portable USB 3.0 Estimated Cost: P3,000.00		1	Unit		
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Purpose: For official use of the Office of the City Mayor-Housing and Land Management Division, this city

Brand and Model : _____
Delivery Period : _____
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