



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

****Mandatory to fill in****

COMPANY NAME:	Quotation No. 20-288-10
ADDRESS:	Purchase Request No. G-2020-07-0355
CONTACT No.	Purpose: For Office of the Vice Chancellor for Instruction, Research and Extension
TIN No.	ABC: 90,000.00
PhilGEPS Registration No.	Delivery Period: 7 Calendar Days upon receipt of
EMAIL ADDRESS:	Purchase Order

INSTRUCTIONS TO SUPPLIERS:

1. Please quote your lowest price on the item/s listed below comprising the necessary taxes.
2. It is mandatory to indicate the brand and/or model of the items being offered and to attach a brochure thereof whenever applicable.
3. Indicate the warranty period in cases of equipment or whenever applicable.
4. Forthwith submit the accomplished quotation duly signed by your representative.
5. Suppliers are required and mandated to attach and submit the following documentary requirements:
a) Valid Mayor's/ Business Permit; b) BIR Certificate of Registration; c) Authority to Print Receipt; d) DTI/SEC Registration; e) PhilGEPS Membership Certificate; and f) PCAB License in cases of Infrastructure projects.
6. All items must conform with the internationally accepted standard and sub-standard items shall not be accepted.

ITEM NO.	ITEM & SPECIFICATION	QTY/UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	Photocopier General Functionality: Print, copy and colour scan Warm up time: 31 seconds First output speed: 8.8 seconds Continuous output speed: 20 pages per minute Memory: 256 MB Power source: 220-240 V, 50/60 Hz Document Feeder: ADF Monthly Duty Cycle: 30,000 pages	1 unit			
	Copier Copying process: Laser beam scanning & electro photographic printing Multiple copying: Up to 90 copies Resolution: Up to 600 dpi Zoom: From 50% to 200%				
	Printer Printer language: Standard: GDI Resoluton: 600 dpi Network protocol: TCP/IP (IP v4) Windows® environments: Windows® Vista, Windows ®8/8.1, Windows ® Server 2003, Windows ® Server 2003R2, Windows ® Server 2008, Windows ® Server 2008R2, Windows ® Server 2012R2 UNIX environments: OPEN SUSE (KDE & Gnome): v12.1 Ubuntu (Unity): v12.04 RetHat®: v6.0 Boss: v5				
	(Pages 1 of 2)				

Accomplished by:

By the authority of the University President.

Supplier's Representative
(Print name and Signature)

Assoc. Prof. JOSEPH ROY F. CELESTINO
BAC Chairman

Date Accomplished : _____

Canvassed by:

Name and Signature



Republic of the Philippines
BULACAN STATE UNIVERSITY
City of Malolos, Bulacan

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	Scanner Scan speed: Colour: Maximum 6 originals per minute B/W" Maximum 15 originals per minute Resolution: Maximum: 600 dpi Interface : Standard: USB2.0 Lan: Ethernet 10-base-T/100 base-TX (DDST Unit) File format: TIFF, JPEG, PDF Bundled drivers: TWAIN, SANE, Network TWAIN (Option) Scan to: E-mail/Folder (Option)				
	Paper Handling Recommended paper size: Paper tray(s): A3, A4, A5 Bypass tray: A3, A4, A5, A6 Paper input capacity standard: 350 sheets Maximum: 1,350 sheets Paper output capacity: Standard: 250 sheets				
	Please attach brochure or sample picture for the said item				
	(Pages 2 of 2)				

Accomplished by:

By the authority of the University President.

Supplier's Representative
(Print name and Signature)

Assoc. Prof. JOSEPH ROY F. CELESTINO
BAC Chairman

Date Accomplished : _____

Canvassed by:

Name and Signature

BulSU-OP-PU-03F3
Revision: 1