



**REOUEST FOR OUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES**

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

<b>COMPANY NAME:</b>	Quotation No. G-2021-01-0017
<b>ADDRESS:</b>	Purchase Request No. 21-018-01
<b>CONTACT No.</b>	Purpose: Multifunctional Printer
<b>TIN No.</b>	ABC: 9,000.00
<b>PhilGEPS Registration No.</b>	Delivery Period: 7 Calendar Days upon receipt of Purchase Order
<b>EMAIL ADDRESS:</b>	

**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	<b>Multifunctional Printer</b>	1 unit			
	<b>Technology</b> - Nozzle Configuration= 180 Nozzles Black, 59 per Color , Ink Technology =Dye Ink , Printing Resolution = 5,760x1,440 DPI, All-inOne Functions= Print, Scan, Copy				
	<b>Print</b> - Printing Speed ISO/IEC 24734= 10 pages/min, Monochrome-5 pages/min, Colour , Printing Speed = 15 pages/min, Colour (Plain paper), 69 Seconds per 10x15cm photo (Premium Glossy Photo Paper), 33 pages/min, Monochrome (plain paper)				
	<b>Scan</b> - Single-sided scan speed= (A4 black) 11 sec. with flatbed scan; 200 DPI, Single-sided scan speed= (A4 colour) 32 sec. with flatbed scan; 200 DPI, Scanning Resolution= 600 DPI x 1,200 DPI (Horizontal x Vertical) Output Formats= BMP, JPEG, TIFF, PDF Scanner type= Contact image sensor (CIS)				
	<b>Paper/media handling</b> - Number of paper trays 1, Paper Formats = 16:9, DL (Envelope), No. 10 (Envelope), Letter, 10 x 15cm, 13x18cm, User defined, Legal, A4, A5, A6, B5, C6 (Envelope), Duplex = Manual, Output Tray Capacity =30 Sheets, Multifunction =100 Sheets Standard, 100 sheets Maximum, 20 Photo Sheets, Media Handling= Borderless print				
	<b>General</b> -Supply Voltage= AC 220 V-240V, Consumables= Black yield 8,100 pages Colour yield 6,500 pages				
	<b>Compatible operating systems</b> - Mac OS 10.10.x, Mac OS10.7.x, Mac OS 10.8.x, Mac OS 10.9.x, Mac OS X 10.6.8 or later, Windows 10, Windows 7, Windows 7x64, Windows 8, Windows 8 (32/64 bit), Windows 8.1, Windows 8.1x64 Edition, Windows Vista, Windows Vista x64, Windows XP, Windows XPx64, XP Professional x64 Edition				
	Please attach brochure or sample picture of the said item/s				

Accomplished by:

By the authority of the University President.

Supplier's Representative  
 (Print name and Signature)

DR. DOLLY P. MAROMA  
 BAC Chairman

Date Accomplished : \_\_\_\_\_

Canvassed by:

\_\_\_\_\_  
 Name and Signature