



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:	Quotation No. 23-05-260
CONTACT No.	Purchase Request No. G-2023-05-0367
Address:	Purpose: For University use
TIN No.	ABC: 856,000.00
PhilGEPS Registration No.	Please indicate days of delivery: _____ Calendar Days
EMAIL ADDRESS:	upon receipt of 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) PhilGEPS Membership Certificate; e) Omnibus Sworn Statement and f) Income/ Business Tax Return**
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>3-in-1 Continuous Printer</b> Specification: •Printer Type: Print, Scan, Copy •Print Speed Photo Default - 10 x 15 cm / 4 x 6": Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless) Draft, A4 (Black / Colour): At least 33 ppm / 15 ppm ISO 24734, A4 Simplex (Black / Colour): Up to 10 ipm / 5.0 ipm First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec •Copy Speed Copy Quality: Colour / Black-and-White; Draft / Standard Maximum Copies from Standalone: 20 copies Maximum Copy Size: A4, Letter ISO 29183, A4, Simplex (Black / Colour): At least 7.0 ipm / 1.7 ipm Max Copy Resolution: 600 x 600 dpi •Scan Function Scanner Type: Flatbed colour image scanner Sensor Type: CIS Optical Resolution: 600 x 1200 dpi Maximum Scan Area: 216 x 297 mm (8.5 x 11.7") Scanner Bit Depth (Colour): 48-bit input, 24-bit output Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output Scanner Bit Depth (Black & White): 16-bit input, 1-bit output •Scan Speed: Flatbed (Black / Colour): 200 dpi: 11 sec / 200 dpi: 32 sec	26 units			
	•Paper Handling Number of Paper Trays: 1 Standard Paper Input Capacity: At least 100 sheets-A4 / Letter Plain paper (80 g/m2) At least 20 sheets-Premium Glossy Photo Paper 10 sheets-Envelope, 30 sheets-Postcard Output Capacity: At least 30 sheets, A4 plain paper, 20 sheets, Premium Glossy Photo Paper Maximum Paper Size: 215.9 x 1200 mm (8.5 x 47.24") Paper Feed Method: Friction feed Paper Size: Legal, Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K, (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 4 x 6", Envelopes: #10, DL, C6 Print Margin: 0 mm top, left, right, bottom via custom settings in printer driver				
	•Printing Printing Technology: On-demand inkjet (Piezoelectric) Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per colour (Cyan, Magenta, Yellow) Print Direction: Bi-directional printing Maximum Print Resolution: 5760 x 1440 dpi (with Variable-Sized Droplet Technology)5760 x 1440 dpi (with Variable-Sized Droplet Technology) Minimum Ink Droplet Size: 3 pl Automatic 2-sided Printing: No •Operating System Compatibility Windows XP / Vista / 7 / 8 / 8.1 / 10 / 11 Windows Server 2003 / 2008 / 2012 / 2016 Only printing and scanning functions are supported for Windows Server OS Mac OS X 10.6.8 or later •WARRANTY Period: Minimum of 1 Year Warranty for parts and services on-site				
	page 1 of 3				
	<b>NOTE: Please attach brochure and indicate days of delivery</b>				

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



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2	<b>Color Duplex Document Scanner (ADF Scanner)</b> Specification •Scanner Scanner Type: A4 Sheet-fed, one-pass duplex color scanner Photoelectric Device: Color Contact Image Sensor (CIS) x 2 Optical Resolution: 600 x 600 dpi Output Resolution: 50 - 1,200 dpi Scanning Speed: Monochrome and Colour (Simplex/Duplex) 200 dpi: 35 ppm / 70 ipm 300 dpi: 35 ppm / 70 ipm 600 dpi: 12 ppm / 24 ipm •Automatic Document Feeder: Capacity:50 sheets Document Sizes: Paper size Minimum: 50.8 x 50.8 mm, Paper size Maximum: 215.9 x 6096 mm Multi-feed Detection:Ultrasonic Sensor and Length Detection •General Minimum System Requirements: Windows®7, 8/8.1, 10, 11, Mac OS® X 10.6.8 - 10.11.x or latest Standard Connectivity: USB 3.0, Ethernet (Network Interface Unit (RJ-45, 10BaseT/100Base TX)) •Peripherals USB Scanner Connector Cable, Power Cord, Scanner Drivers, User's Manual, Warranty Card •Warranty: Minimum of 1 year warranty for parts, labor and on-site service	6 units			
3	<b>3-in-1 Ink Tank Printer with ADF</b> Specification: •Printer Type:Print, Scan, Copy with ADF •Print Speed Photo Default - 10 x 15 cm / 4 x 6 ":Approx. 69 sec per photo (Border) / 92 sec per photo (Borderless) Draft, A4 (Black / Colour):Up to 33 ppm / 20 ppm ISO 24734, A4 Simplex (Black / Colour):Up to 10 ipm / 5.0 ipm •Printing: Nozzle Configuration:180 x 1 nozzles Black, 59 x 1 nozzles per colour (Cyan, Magenta, Yellow) Maximum Resolution:5760 x 1440 dpi Automatic 2-sided Printing:No •Copy Speed ISO 29183, A4 Simplex (Black / Colour):Up to 11 ipm / 5.5 ipm ISO 24734, aFSOT, A4, ADF (Black / Colour):60 seconds / 82 seconds •Copy Function Maximum Copy Size:Legal Copy Resolution:600 x 600 dpi Max Copies:99 copies •Scan Function Scanner Type:Flatbed colour image scanner Sensor Type:CIS Optical Resolution:1200 x 2400 dpi Maximum Scan Area:216 x 297 mm (8.5 x 11.7") •Scan Speed Flatbed / ADF (Simplex):200dpi, Black: 12 sec / 4.5 ppm, 200dpi, Colour: 29 sec / 4.5 ppm	26 units			
page 2 of 3					
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Accomplished by:  
 \_\_\_\_\_  
 Supplier's Representative  
 (Print name and Signature)

By the authority of the University President.  
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 DR. DOLLY P. MAROMA  
 BAC Chairman

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

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	<ul style="list-style-type: none"> <li>•Paper Handling</li> <li>Number of Paper Trays:1</li> <li>Standard Paper Input Capacity: 100 sheets, A4 Plain Paper (80g/m2), 20 sheets, Premium Glossy Photo Paper</li> <li>Output Capacity:30 sheets, A4 Plain Pape, 20 sheets, Premium Glossy Photo Paper</li> <li>Maximum Paper Size:215.9 x 1200 mm (8.5 x 47.24")</li> <li>Paper Size: Legal, 8.5 x 13 " , Letter, A4, 195 x 270 mm, B5, A5, A6, 100 x 148 mm, B6, 5 x 7 " , 4 x 6 " , Envelopes #10, DL, C6□</li> <li>Print Margin: 0 mm top, left, right, bottom via custom settings in printer Driver</li> <li>•Interface</li> <li>USB:USB 2.0</li> <li>Network:Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct</li> <li>Control Panel:Color LCD Screen, With mobile and Cloud Printing</li> <li>•Operating System Compatibility</li> <li>Windows XP / Vista / 7 / 8 / 8.1 / 10 / 11</li> <li>Windows Server 2003 / 2008 / 2012 / 2016 / 2019</li> <li>Mac OS X 10.6.8 or later</li> <li>•WARRANTY; Minimum of 1 year warranty for parts, labor and on-site service</li> </ul>				
	<b>BY LOT</b>				
	page 3 of 3				
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